

**Outstanding
Association
Award
(2018-2023)**

December 31, 2014

CIRCULAR

Subject: **Regarding "Outstanding Association" scheme for the employees of I.T.S The Education Group**


It is decided that the employees of I.T.S The Education Group who have completed five or more years of service in I.T.S as on 01/01/2015 will be allowed special benefits as under:

S. No.	Salary up to (As on 01/01/2015)	After completion of 5 years of service	After completion of 10 years of service
1	Rs. 15,000 only	10 days salary in cash*	1 month salary in cash*
2	Rs. 15,001 to 30,000	03 days leave and Rs.7,500/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.15,000/- in cash as reimbursement of expenses to go out with family.
3	Rs. 30,001 and above	03 days leave and Rs.10,000/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.30,000/- in cash as reimbursement of expenses to go out with family.

*Salary means Basic + D. A. + HRA + Other Allowances + Additional Allowances.

The above reimbursement can be ~~taken~~ ^{claimed} any time during the year (01.01.2015 to 31.12.2015). The above leave can also be clubbed with holidays and taken in two parts.

The next eligibility under this scheme shall be announced at the end of the calendar year 2015.


3/1/2015

Outstanding Association Scheme in form of LTC:

Summary

S.No	Utilization (2018-2023)
1.	No. of Faculty & Staff Benefited: 76
2.	Total Amount Disbursed in 2023 : Rs. 92,523
3.	Total Amount Disbursed in 2022 : Rs. 4,09,982
4.	Total Amount Disbursed in 2021 : Rs.2,30,000
5.	Total Amount Disbursed in 2020 : Rs.1,81,222
6.	Total Amount Disbursed in 2019 : Rs.3,94,428
7.	Total Amount Disbursed in 2018 : Rs.75,268

I.T.S Engineering College

Details of Beneficiaries under Outstanding Association Scheme for the Year 2023

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Dr. Monika Jain	1/24/2023	10000
Mr. Akhilesh Pandey	3/28/2023	15000
Mr. Abrar	3/28/2023	7500
Mr. Agha Asim Hussain	3/23/2023	30000
Mr. Yogendra Kumar Saraswat	4/1/2023	30000

Details of Beneficiaries under Outstanding Association Scheme for the Year 2022

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Mr. Lal Bahadur	1/19/2022	11241
Mr. Rakesh (Peon)	2/1/2022	11241
Mr. Sachin Sinha	3/7/2022	10000
Dr. Renu Chaudhary	3/15/2022	30000
Ms. Neha Gupta	3/19/2022	10000
Mr. Bhupesh Ojha	3/24/2022	30000
Mr. Chetan Dixit	3/24/2022	10000
Ms. Niharika Shukla	3/24/2022	10000
Dr. Sanjay Yadav	3/24/2022	30000
Mr. Amit Kumar Gupta	3/24/2022	10000
Dr. Harsh Gupta	3/29/2022	30000
Mr. Rakesh Kumar Garg	3/29/2022	30000
Dr. Arti Dua	4/2/2022	30000
Dr. Rajiv Rajan	4/23/2022	10000
Mr. Neeraj Kumar Tripathi	5/4/2022	15000
Mr. Nitin Tonger	5/28/2022	10000
Mr. Ashish Kumar Gupta	6/7/2022	10000
Mr. Pramod kumar Gupta	6/16/2022	7500
Mr. Manvendra Yadav	6/21/2022	30000
Mr. Aditya Dayal Singh	9/3/2022	30000
Mr. Prem Chand	10/18/2022	15000
Dr. Deepa Singh	10/18/2022	30000

Details of Beneficiaries under Outstanding Association Scheme for the Year 2021

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Mrs. Renu Sharma (Warden)	1/7/2021	15000
Mr. Pramod Gupta	2/2/2021	15000
Ms. Anju Rajput	2/25/2021	15000
Dr. Deepa Singh	4/27/2021	30000
Ms. Alpana Singh	4/27/2021	15000
Mr. Brijesh Kumar	4/27/2021	30000
Dr. Praveen Chandra Jha	4/27/2021	10000
Mr. Vinod Kumar	4/27/2021	7500
Mr. Anuj Kumar Ruhela	4/27/2021	7500
Mr. Ajab Singh	8/10/2021	15000
Dr. Kuldeep Malik	8/26/2021	30000
Dr. Garima Chandel	8/26/2021	10000
Mr. Mukesh Kumar	12/9/2021	30000
Mr. Kshatra Pal Singh	12/18/2021	30000

Details of Beneficiaries under Outstanding Association Scheme for the Year 2020

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Mr. Amar Bahadur	1/2/2020	2941
Mr. Lavkush Kumar	1/2/2020	2941
Mr. Dilip Kumar Pandey	1/7/2020	7500
Mr. Krishan Pal	1/11/2020	2840
Mr. Kunal Kumar Singh	1/25/2020	10000
Mr. Manvendra Yadav	1/28/2020	10000
Mr. Jai Singh	1/28/2020	15000
Mr. Chandra Shekhar	2/29/2020	15000
Mr. Rajesh Raman Mahto	7/2/2020	15000
Mr. Rakesh Jaiswal	11/10/2020	10000
Mr. Sukhpal Singh	11/24/2020	30000
Mr. Yogesh Kumar Sharma	12/10/2020	30000
Mr. Manish Kushwaha	12/22/2020	30000

Details of Beneficiaries under Outstanding Association Scheme for the Year 2019

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Mr. Abhishek Kumar Verma	1/11/2019	10000
Mr. Sudesh Kumar	1/28/2019	15000
Dr. Harsh Gupta	2/26/2019	10000
Mr. Ashish Kumar Gupta	4/4/2019	10000
Mr. Arun Kumar Rai	6/18/2019	10000
Mr. Anish Kumar Yadav	6/22/2019	15000
Mr. Sachin Kumar	6/29/2019	15000
Mr. Roshan Ali	7/11/2019	30000
Mr. Rajesh Srivastava	7/11/2019	30000
Mr. Ashish Gupta	7/25/2019	30000
Mr. Mohit Kumar Saxena	7/25/2019	30000
Mr. OP Chaudhary	7/25/2019	10000
Mr. Sandeep Kumar	8/1/2019	30000
Mr. Surender Singh	8/20/2019	26928
Ms. Ruchi Srivastava	8/20/2019	30000
Mr. Avinash Kumar Yadav	9/10/2019	15000
Mr. Pradeep Kumar	9/26/2019	7500
Dr. Devesh Garg	12/5/2019	10000
Mr. Vijay Shukla	12/5/2019	30000
Mr. Vivek Tomar	12/17/2019	30000

Details of Beneficiaries under Outstanding Association Scheme for the Year 2018

Name of Beneficiary	Date of Payment	Amount Transferred under the Scheme (Rs)
Mr. Abhishek Shivare	6/9/2018	10000
Mr. Yogendra Kumar Saraswat	7/3/2018	15000
Mr. Bhanumati Panda	7/12/2018	30000
Mr. Amar Pal	8/4/2018	7500
Mrs. Manju Singh	9/26/2018	10000
Mr. Rupesh Kumar	12/27/2018	2768

Outstanding Association Award (2023)

To,
The Director,
ITS Engineering College,
Greater Noida

Date: 17/01/23

APPROVED IN ZOHIO
(FOR ON LINE PAYMENT)

Sub: Reimbursement of Rs. 10, 000/- bills for LTC leave
(Award in lieu of 5 years service)

Sign..... Sign.....
Date 21/01/23 Date.....
S. No..... Amount Rs. 10,000/-

Dear Sir,

This is to intimate that I have travelled to Gujarat with family in first week of January 2023. Bills for expenditure towards Railway ticket , food, hotel etc. Rs. 17, 747/- are attached. Kindly reimburse Rs. 10, 000/- as per ITSEC LTC norms.

Kindly find all bills attached herewith.

Regards

Dr. Monika Jain
Prof. & HOD, ECE

[Signature]
17/1/23

HR
Please process as per
rules.

Kalyan
17/01/23

Sir,
Dr. Monika Jain
has awarded Outstanding
Association award in Dec-21,
for 5 years of service.
She is eligible to reimburse
Rs. 10,000/- as per the Policy
July
17/01/23

Pl. process for reimbursement.

PAYMENTS MADE

Amount Paid
₹10,000.00

Payment# **7201**

Payment Date **24/01/2023**

Reference Number **472tJwzNZZWPDJFvtP9Xep821554**

Paid To **Monika Jain**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **302411685700**

Amount Paid In Words **Rupees Ten Thousand Only**

Paid To
Monika Jain

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17.01.2023 Outstanding Association Scheme	21/01/2023	₹10,000.00	₹10,000.00

I.T.S Engineering College

46, Knowledge Park - III, Greater Noida
Outstanding Association Scheme 2022

List of employees drawing salary between Rs. 15000 to Rs. 30,000 (incentive approved by the management as special case for 15 Years)

S. No.	Name	Designation	Due Date	Present Salary	Amount to be paid*	Cert.
1	Akhilesh Pandey	Pujari	31-12-2022	16,684	15,000	No

List of employees drawing Less than 15000/- (incentive approved by the management as special case for 15 Years)

S. No.	Name	Designation	Due Date	Present Salary	Amount to be paid#	Cert.
1	Paras Nath	Peon	31-12-2022	12,726	12,726	No

* To be paid as reimbursement of travelling expenses
to be paid in cash

Prepared By

Checked by

Authorized By

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....
Date..... 27/03/23
No..... 816 Amount Rs. 15000/-

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **7490**

Payment Date **28/03/2023**

Reference Number **297tQwpi7AxWWX1WpNQLpT340345**

Paid To **Akhilesh Pandey (Pandit Ji)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **308713794711**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Akhilesh Pandey (Pandit Ji)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
27.03.2023	28/03/2023	₹15,000.00	₹15,000.00

I.T.S Engineering College
46, Knowledge Park - III, Greater Noida
Outstanding Association Scheme 2022

List of employees drawing salary more than Rs.30,000 + 15 years of experience in ITS

S. No.	Name	Designation	DOJ	Due Date	Service in Years	Gross Salary	Amount to be paid*	Cert.
1	Mohit Kumar Saxena	Assistant Professor	20 November 2007	31/12/2022	15.12	84132	30,000	Yes
2	Yogendra Kumar Saraswat	Sr. Associate Lab Tech.	17 September 2007	31/12/2022	15.20	32034	30,000	Yes
G. Total							60,000	

List of employees drawing salary between Rs. 15000 - 30,000 + 15 years of experience in ITS

S. No.	Name	Designation	DOJ	Due Date	Service in Years	Gross Salary	Amount to be paid*	Cert.
1	Sudesh Kumar	Jr. Associate Lab Tech.	07 January 2007	31/12/2022	15.99	26144	15,000	Yes
-G. Total							15,000	

List of employees drawing salary more than Rs.30,000 + 10 years of experience in ITS

S. No.	Name	Designation	DOJ	Due Date	Service in Years	Gross Salary	Amount to be paid*	Cert.
1	Abhishek Shivhare	Assistant Professor	20 January 2012	31/12/2022	10.95	89,096	30,000	Yes
2	Manju Singh	Assistant Professor	20 July 2012	31/12/2022	10.45	51,840	30,000	Yes
3	Prabhatkar Sharma	Assistant Professor	03 August 2012	31/12/2022	10.42	71,652	30,000	Yes
4	Amar.Pal	Associate - Academic Operations	16 January 2012	31/12/2022	10.96	32,000	30,000	Yes
Total							1,20,000	

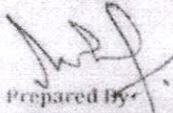
List of employees drawing salary more than Rs.30,000 + 05 years of experience in ITS

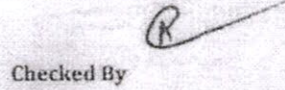
S. No.	Name	Designation	DOJ	Due Date	Service in Years	Gross Salary	Amount to be paid*	Cert.
1	Abhishek Rai	Assistant Professor	02 January 2017	31-12-2022	5.99	57,680	10,000	Yes
2	Sampat Kumar Singh	Assistant Professor	02 January 2017	31-12-2022	5.99	38,000	10,000	Yes
3	Aungkar Bhagat	Assistant Professor	02 January 2017	31-12-2022	5.99	44,645	10,000	Yes
Total							30,000	

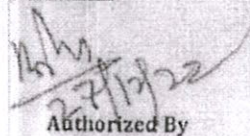
List of employees drawing salary between Rs. 15000 to Rs.30,000 + 05 years of experience in ITS

S. No.	Name	Designation	DOJ	Due Date	Service in Years	Gross Salary	Amount to be paid*	Cert.
1	Mohit Hilal	Assistant Librarian	26 September 2017	31-12-2022	5.27	28,000	7,500	Yes
2	Ajay Kumar Pandey	Sr. Executive Lab Technician	01 September 2017	31-12-2022	5.33	20,469	7,500	Yes
3	Abrar	Driver	18 August 2017	31-12-2022	5.37	16,581	7,500	No
Total							22,500	

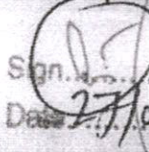
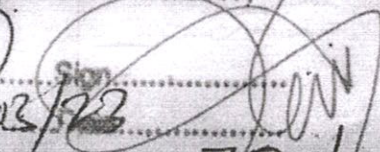
* To be paid as reimbursement of travelling expenses

Prepared By: 

Checked By: 

Authorized By: 
27/12/22

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign:  Sign: 
Date: 27/12/22

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **7489**

Payment Date **28/03/2023**

Reference Number **6sythty8MwnnueAW4gRGK9187979**

Paid To **Abrar (Driver)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **308713768295**

Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
Abrar (Driver)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
27.03.2023	28/03/2023	₹7,500.00	₹7,500.00

13.03.2023

APPROVED IN ZOH0
(FOR ON LINE PAYMENT)

To,

The Director,
I.T.S Engineering College,
Greater Noida.

Sign..... Sign.....
Date 21/03/23
S. No..... Amount Rs. 30000/-

Subject: Leave to cash bill for reimbursement against completion of 10 years at I.T.S Engineering College.

Dear Sir,

This is in-reference to Leave to cash (LTC) bill for reimbursement against completion of 10 years at I.T.S Engineering College. The detailed summary of all the bills is attached herewith for your reference.

Kindly reimbursed the total amount as per LTC policy of the college.

Thanking You.

Yours Sincerely

Ahusain
Agha Asim Husain
Assistant Professor
ECE Department.

*Sir
Mr. Agha Asim Sir is
eligible to reimburse
Rs. 30,000/- as he has
awarded OAS in year
Dec-2019
Jul
21/3/23*

*He. Procell for
reimbursement of
O.A.S. amount of
eligibility.*

PAYMENTS MADE

Payment# **7468**

Payment Date **23/03/2023**

Reference Number **6fwiWR4T788Pt8cNkTK4f1658404**

Paid To **AGHA ASIM HUSAIN**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **031593748511**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
AGHA ASIM HUSAIN

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
13.03.2023 (Outstanding Association Scheme-2019)	21/03/2023	₹30,000.00	₹30,000.00

Date

To

The Director Sir
I. T. S. Engineering College
Gr. Noida

28/03/2023
APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....
Date 30/03/23
S. No..... Amount Rs. 30000/-

Sub: Leave to cash bill for reimbursement
against completion of 15 years at I.T.S.
Engineering College.

R/Sir,

This is in reference to Leave to cash
(L.T.C) bill for reimbursement against
completion of 15 yrs at I.T.S. Engineering
College. The detailed summary of the bills
is attached herewith for your reference.

Thanking you!

Sir,
He is eligible to
~~reimburse~~ reimbursement
Rs 30,000/-
Your's Sincerely

Alu
30/3/23

OAS Awarded
on 31/12/22
Saraswat

forwarded to director sir for kind
approval as per college policy

Yogendra Kr. Saraswat
Sr. Tech. Asst.
M.E. Deptt.

SIT
21/3/23

HR
[Signature]

[Signature]

PAYMENTS MADE

Payment# **7499**

Payment Date **01/04/2023**

Reference Number **5mE3vfLE9tt5owAGVpP4W1562427**

Paid To **YOGENDRA KUMAR SARASWAT (Lab Tech.)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **031699095641**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
YOGENDRA KUMAR SARASWAT (Lab Tech.)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
28.03.2023 Outstanding Association Scheme	30/03/2023	₹30,000.00	₹30,000.00

Outstanding Association Award (2022)

I.T.S Engineering College

46, Knowledge Park - III, Greater Noida

Outstanding Association Scheme 2021

List of employees drawing salary between 15000-30000 + 5 years of experience in ITS

S. No.	Name	Designation	DOJ	Due Date	Service in Years	Present Salary	Amount to be paid*	Cert.
1	Nitin Tonger	Trainer PTI	02/01/2016	31-12-2021	5.00	31,000	10,000	Yes
G. Total							7,500	

List of employees drawing salary less than 15000/- (incentive approved by the management as special case for 15 Years)

S. No.	Name	Designation	DOJ	Due Date	Present Salary	Amount to be paid*	Cert.
1	Rakesh Kumar	Peon	01 January 2014	31-12-2021	11,241	11,241	No
2	Lal Bahadur	Peon	01 September 2007	31-12-2021	11,241	11,241	No

List of employees drawing more than 15000/- (incentive approved by the management as special case for 15 Years)

S. No.	Name	Designation	DOJ	Due Date	Present Salary	Amount to be paid*	Cert.
1	Neeraj Kumar Tripathi	Senior Executive Lab Technician	01 July 2011	31-12-2021	21,667	15,000	No

* To be paid as reimbursement of travelling expenses

cheque to be prepared

Prepared By

Checked By

Authorized By

Bank Payment Date 19/01/22
 Bank Payment Amount 11241/-
 Cheque No. 491388
 Bank Payment Entered By [Signature]
 Bank Payment Checked By [Signature]
 Bank Payment Authorised By [Signature]

Bank Payment Date 19/01/22
 Bank Payment Amount 11241/-
 Cheque No. 491389
 Bank Payment Entered By [Signature]
 Bank Payment Checked By [Signature]
 Bank Payment Authorised By [Signature]

Bank Payment Date 19/01/22
 Bank Payment Amount 15000/-
 Cheque No. 491390
 Bank Payment Entered By [Signature]
 Bank Payment Checked By [Signature]
 Bank Payment Authorised By [Signature]

JOURNAL

#MJ/21-22/1156

Date: 19/01/2022

Amount: 11,241.00

Reference Number: Ch.491389 Outstanding Association Scheme (Lal Bahadur Yadav)

Notes
Outstanding Association Scheme (Lal Bahadur Yadav)

Account	Contact	Debits	Credits
Outstanding Association Award A/c		11,241.00	
(85563060000038) Canara Bank			11,241.00
	Sub Total	11,241.00	11,241.00
	Total	11,241.00	11,241.00

ITS ENGINEERING COLLEGE

GREATER NOIDA | SINCE 2006

ITS ENGINEERING COLLEGE
PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

BILL

Bill# 01.02.22(Mr. Rakesh-Peon)
Outstanding Association

Balance Due
₹0.00

Bill From
Rakesh (Peon)

Bill Date : 01/02/2022
Due Date : 01/02/2022
Terms : Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Outstanding Association Awards Exp.	1.00	11,241.00	11,241.00
			Sub Total	11,241.00
			Total	₹11,241.00
			Payments Made	(-) 11,241.00
			Balance Due	₹0.00

Notes

Outstanding Association Awards Exp.(Mr. Rakesh (Peon))

Authorized Signature _____

PAYMENTS MADE

Payment# **5378**

Payment Date **01/02/2022**

Reference Number **5VBdp6HCDmIX98woVV3uCu248615**

Paid To **Rakesh (Peon)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **026190972651**

Amount Paid In Words **Rupees Eleven Thousand Two Hundred Forty-One Only**

Amount Paid
₹11,241.00

Paid To
Rakesh (Peon)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
01.02.22(Mr. Rakesh-Peon)Outstanding Association	01/02/2022	₹11,241.00	₹11,241.00

The Director
ITS Engineering college
Greater Noida

Date: 1/3/2022

Sub: Availed Leave to Cash from 24 to 26 Feb, 2022.

Respected Sir,

With due regards, I am glad to inform that I have completed six years of service with department of MBA, as a privilege I have availed my LTC from 24th Feb to 26th Feb 2022. I went to Jaipur with my wife & enjoyed lot.

Sir, I request you to approve my bills of the tour as per the institute policy. Bills are attached with this application.

Thanking you,

Hotel bill -	12152
Taxi bill	6200
	<hr/>
	18352 INR.

Yours faithfully,

Sachin
Sachin Sinha

Assistant Professor Finance
Mob: 9540062524

Dr S'8

Recommended for approval.

CSIN
Outstanding Association
Awarded in Dec. 2020
eligible for Rs. 10,000/- Account Head.
OWA. 28/03/2022 Approved

Sumit
7/3/22



GEM

TOUR & TRAVELS

C-11, Fateh Singh Market, Opp. Rajputana Sheraton,
Railway Station, JAIPUR - 302 006 INDIA

Duty Slip No. 24/2/22 - Jaipur local
 From: 440 25/2/22 - Khatu gharu To: 26/2/22 - Mehndipur Balaji
 Date: 24/2/22 to 26/2/22

Name & Address Party 26/2/22 Mehndipur Balaji
 Veh. No. _____
 Driver No. _____
 Party Ph. _____
 Cartgery/Veh. _____

Closing Km.	Seating Capacity	Rate @	Non AC
			AC
Opening Km.	<u>24/2/22 - Jaipur Site seen</u>	Advance	/
	<u>25/2/22 - Khatu gharu</u>	High Charges	
Total Km.	<u>26/2/22 - Mehndipur Balaji</u>		
Arrival Dated/Time	Departure Dated Time	Total Days/Time	Tol Tax-Tax, Parking
			Other-Charges
			Total <u>6200/-</u>

Note: Minimum running 300 Kms. Per day. Charges will be charged form Garage to garage
 Charges for Cancellation are Rs. 500/-. All Subject to Jaipur Jurisdiction Only.
 All the expenses (Car Parking, Toll Tax, Others State Tax, Traffice Expenses etc.) shall be borne to the party.
 9 P.M. After Next Day Charge.

Party's Signature [Signature]

For : GEM TOUR & TRAVELS [Signature]

THE ORION
 A UNIT OF BARWARA HOTELS & RESORTS P LTD
 AD-8A DEVI MARG, BANI PARK JAIPUR (RAJ.)
 PH: 0141-4901416, 7340053791
 E-mail: theorion@barwarahotels.com
 CIN: U55101RJ2012PTC039022
 SAC Code: 996311

NAME : MR SACHIN
 Billing to : BOOKING.COM
 Address : NEW GANGAPUR CIVIL LINES
 UP
 NATIONALITY : INDIAN
 CHECK IN : 24/02/2022 11:29
 CHECK OUT : 27/02/2022 10:12
 ROOM NO. : 203

PAGE : 1
 Bill No.: FO-5149
 DATE : 27/02/2022
 REGD.No.: 05027
 PAX : 2

PARTICULARS	24/02/22	25/02/22	26/02/22	27/02/22	Total
ROOM CHARGES	2618.75	2618.75	2618.75		7856.25
CGST 6.00%	157.13	157.13	157.13		471.39
SGST 6.00%	157.13	157.13	157.13		471.39
F & B	952.00	744.00	1513.00	144.00	3353.00

Total : 12152.03

Rcpt. No. : 10658

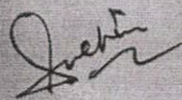
Total : 12152.03

Payable : 12152.03

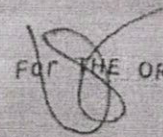
GSTIN-08AAFCB0238F1Z2, PAN-AAFCB0238F
 BANK DETAILS : KOTAK MAHINDRA BANK
 BARWARA HOTELS & RESORTS PVT LTD THE ORION
 A/C NO-7511794459, IFSC-KXKB0003540
 BRANCH- JOTHWARA ROAD JAIPUR

E. & O.E.

Signature of the guest



FOR THE ORION



The Director
ITS Engineering College
Greater Noida

Subject - Request for Reimbursement of Amount as per the LTC Policy

Respected Sir

This is to inform you that I have successfully completed 10 years in our Institute. My date of joining was 21st sept. 2011.

As per our institute's LTC policy, I am eligible for monetary benefits on successful completion of 10 years.

Therefore I request you to kindly approve my bills as per the policy.

Warm Regards

Dr. Renu Chaudhary _____
Asst. Prof.
Dept. of ASH

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....
Date 11/03/22.....
S. No..... Amount Rs. 30000/-

Forwarded to HR
for N/A.
Dhans
08.03.22

Account Head./HR
Recommended

Sir,
Prof. Renu Chaudhary
was awarded outstanding Assoc
Award on 31/12/2021
She is eligible to reimburse
RD. 30,000/- as per the
policy.

Mugaw
08/03/22
Pls. reimburse as per
policy and entitlement
10/3/22

ACH

Guest House

09639120230

Opp. Railway Station
HARDWAR (U.K.)

Reg. No. 110

No. 8394

E-mail : deepakdua2899@gmail.com

Date 06/03/2022

Name Mr/Mrs/Miss Renu chandhary

No. of persons 3 Adults 2 Child 1 Reg. S. No.

Date of Arrival 05/03/2022 Time

Date of Departure 07/03/2022 Time

Room No./Bed No. 201, 202 Rent Per Day 9600/-

Total Days	Rent		Miscellaneous		AMOUNT	
	Rs.	P.	Rs.	P.	Rs.	P.
2	4800	X4	—		19200/-	
			2400		2400/-	

Subject to Hardwar Jurisdiction.
E. & O. E.

Checkout Time 12 Noon

S/C

Total 21600/-

L/T

Grand Total 21600/-

Less Advance R.No.

Amt./Balance to be Received
Returned

Customer's Signature

Checked by

Manager



Vidhata Travels

K-162, Shivalik Nagar, B.H.E.L. Ranipur, Hardwar (U.K.)

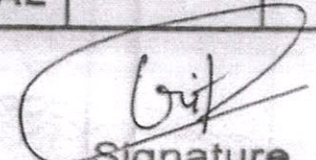
Subject :

To, RENU CHAUDHARY

S. No. :
Dated : 07/03/22

Sl. No.	DESCRIPTION	QTY.	Rate (Rs.)	Amount Rs.	P.
		720 km	15X1	10800/-	
				10800/-	
			TOTAL		

E. & O. E. I


Signature

PAYMENTS MADE

Payment# **5512**

Payment Date **15/03/2022**

Reference Number **8PGedBriOTQuJYGFhSSvYk624638**

Paid To **Renu Chaudhary (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **207410903887**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Renu Chaudhary (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
08.03.2022 Outstanding Association Scheme	11/03/2022	₹30,000.00	₹30,000.00

To,

The Director
I.T.S Engineering College
Greater Noida

Sub:- Regarding Reimbursement of amount of
10,000 Rs for completing 5 yrs.

Dear Sir,

As per the college Policy, I have
Completed 5 years in I.T.S Engineering College
on: 4-Jan-2021. So, kindly reimburse the
amount of Rs 10,000.

Thanks & Regards
Neha Gupta
Assistant Professor

I.T.S Engineering College
(Mechanical Engineering Department)

Job no:- 9953922983

Enclosure :- Tour bill

APPROVED IN Zoho
(FOR ON LINE PAYMENT)

Sign..... Sign.....
Date..... Date.....
E No..... Amount Rs.....

Forwarded to Director Sir
for kind approval

Sir
12/03/2022

Pl. process for
reimbursement
as per scheme
and eligibility

Sir,
15/3/22
our standing Association
Awarded for year 2021
eligible to ~~10,000~~ 10,000/- Allowed
14.03.2022
Accounts
Kalyans



MAKE MY HOLIDAY TRIP

View The Dream World With US

Confirmation Voucher

Hotel Confirmation No: 56785436

BOOKING STATUS: CONFIRMED

Agent Name: MAKE MY HOLIDAY TRIP

Address : 11/76 GEETA COLONY NEW DELHI -110031

M. No: 8588082384 / 9643033195

Email: makemholidaytrip@gmail.com

PAX'S DETAILS

NAME : Mrs. NEHA GUPTA

TOUR PACKAGE / HOTEL DETAILS / TRANSFER DETAILS

Name: Mrs. Neha Gupta x 02 Adults

Rooms: 02 superior Room (16th to 18th Feb 2022)

Hotel Details:

HIMALAYAN HEIGHTS MANALI

CHECK IN : 16th Feb 2022

Check out : 18th Feb 2022

Payment Received of Rs. 12,200/-

Inclusions

- Breakfast included
- Tax included

- 1) For private services, all services will be using driver cum guide basis only. If a private separate guide is required, surcharges are applicable upon request on first come first serve basis.
- 2) Early check-in or late check-out is NOT GUARANTEED and subject to room availability upon check-in.
- 3) Standard check-in time is 2pm and check-out time at 10.00hrs (varies according to hotels).
- 4) Any additional tickets/child tickets are chargeable and payable directly.
- 5) All bookings/rates are subject to our general terms and conditions and all rates/services are subject to changes with or WITHOUT notice. We reserved the right to terminate the services within our general terms without notice/refund and our limitation of liability is up to the amount billed only if applicable.
- 5) Please be reminded that all special requests like early check-in, smoking, non-smoking, views, floors, king, twin, adjoining and/or interconnecting rooms are strictly subject to availability upon arrival and cannot be guaranteed prior.
- 6) The above booking is under GUARANTEE basis, after confirmation NO Amendment & Cancellation will be permitted, full cancellation CHARGES will be applicable

"HAVE A NICE TRIP"

PAYMENTS MADE

Payment# **5527**
Payment Date **19/03/2022**
Reference Number **642S8hhRsOBrQXFDwJ3vR6964335**
Paid To **Neha Gupta (Faculty)**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **207812575582**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Neha Gupta (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
14.03.2022 Outstanding Association Scheme	15/03/2022	₹10,000.00	₹10,000.00

To

The Director
I. T. S Engineering College
Greater Noida

Date: 21-03-2022

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....
Date: 22/03/22
S. No..... Amount Rs. 30,000/-

Subject: Application for claiming an amount of Rs. 30,000/-
as per LTC policy of 10 years.

Respected Sir,

I have completed ten years of service
at I. T. S Engineering College, Greater Noida in
the year of 2018 and eligible for LTC as per
the college policy. So I availed the LTC
from 16-3-22 to 20-3-22 and the bills are
attached with this application.

So please approve the bills as
per the policy.

Thanking you

Your's faithfully

Sir, awarded
OAS on 31/12/2018. for 10 years
of service.
eligible to encash
Rs. 30,000/-

Bhupesh Ojha
Asst. Professor (MED)
mobile: 7838476718

forwarded to Director Sir for kind approval.

Sir
21/03/2022
Secretary Sir

Bill Summary:

Transport bill = 2541.45 Rs
+ 2436.45 Rs.
Hotel bill = 25046 Rs.

Alb
Proc. Alb
Recommended for approval
Lawan

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **5551**

Payment Date **24/03/2022**

Reference Number **6Q1uqNi0QOrfg3MijloVx8356570**

Paid To **Bhupesh Ojha (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311236124**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Bhupesh Ojha (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.03.2022	22/03/2022	₹30,000.00	₹30,000.00

The Director
I.T.S. Engineering College,
Greater Noida

Sub:→ Regarding reimbursement of amount of 10000 Rs. for
Completing 5 years as per college policy.

Dear Sir,

I, Chetan Dixit (Asst. Prof, Mechanical Engg. Dept.) has
Completed 6 years at I.T.S. Engineering College & has received
an appreciation award ~~for~~ for completing 5 years. So, As
per college policy, kindly reimburse Rs. 10000/- in my
account.

The bill of my travel is attached along with this
application.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Thanking You.

Sign.....
Date 22/03/22
S.No..... Amount Rs. 10000/-

Chetan Dixit
Assistant Professor
I.T.S. Engineering College,
(Mechanical Engineering Department.)
Mob: No. → 9991112067

Enclosure → Tour bill

Sir,
Outstanding A.S.O. Awarded
on 31/12/2021 for 5 years
of service eligible to
reimburse Rs. 10,000/-

Forwarded to Director Sir for
Kind approval.

Sgt
21/03/2022

Secretary Sir
Recommended for approval

K Jayaw
21/03/2022

PAYMENTS MADE

Payment# **5552**

Payment Date **24/03/2022**

Reference Number **2JoClOvJmDIagFZHtcXdBG501242**

Paid To **Chetan Dixit (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311237743**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Chetan Dixit (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.03.2022	22/03/2022	₹10,000.00	₹10,000.00

To,
The Director,
I.T.S. Engineering College,
Greater Noida.

Sub:- Regarding Reimbursement of amount of Rs 10,000, for
completion of 5 years of Service.

Dear Sir,

As per the college policy, I have completed 5 years of
my service at I.T.S. Engg. College on 18-July-2021. So,
kindly reimburse the amount of Rs 10,000.

Thanks & Regards.

Ms Niharika Shukla.

Assistant Professor.

I.T.S. Engineering College.

(Civil Engg. Dept.)

Mob No- 9582469141

Enclosure - Hotel Tour bills.

forwarded to Director Sir for kind approval.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

From..... Sign.....
22/03/22
To..... Amount Rs. 10000/-

Sir,
SAS Awarded
on 21/12/21 for 5 years
of service. eligible to
reimburse Rs 10,000/-
JSP 22/03/2022

Sir
22/03/22

Secretary Sir

Recommended for approval

Pl. Proceed
Nishi
Udayan
22/03/22

PAYMENTS MADE

Payment# **5557**

Payment Date **24/03/2022**

Reference Number **3p67e6Yek4EYEL3um2FGUi823968**

Paid To **NIHARIKA SHUKLA**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311257100**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
NIHARIKA SHUKLA

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
22.03.2022	22/03/2022	₹10,000.00	₹10,000.00

4
22/03/2022

To,
The Director
JTS Engineering College, Greater Noida

Sub: - Regarding Reimbursement of LTC Amount of RS.30000/- for Completing 10 Years of Service.

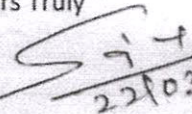
Dear Sir,

I have completed 10 Years of service as faculty at ITS Engineering College on 21/08/2016. As per the college policy I had received the outstanding award for completing 10 Years of service with LTC amount of Rs. 30000/-.

Kindly reimburse the amount as per the attached bills.

Thanking You

Yours Truly


22/03/2022
Dr. Sanjay Yadav
Head (MED)

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

NDLS to SVDK Train → Rs 6475.4
Hotel at SVDK → Rs 19,908.0
SVDK to NDLS Train → Rs 6683.6

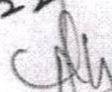
Total → Rs 33,067/-

Sign..... Sign.....
Date 22/03/22

No..... Amount Rs. 30000/-

Secretary Sir,
Recommended for approval

Sir,
on OAS Awarded
31/12/2021 for
15 years of service.
eligible to
Rs 30,000/-
en cash
Reimbursement
22/03/22


Pl. Proceed.
22/03/22

PAYMENTS MADE

Payment# **5553**

Payment Date **24/03/2022**

Reference Number **6rhWqtoykdmo0c9kKqv4Cc321943**

Paid To **Sanjay Yadav**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311242551**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Sanjay Yadav

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
22.03.2022	22/03/2022	₹30,000.00	₹30,000.00

To,

APPROVED IN ZOH
(FOR ON LINE PAYMENT)

The Director,
ITS Engg. College,
Greater Noida.

Sign
Date 22/03/22
Amount Rs. 10000/-

Subject — Regarding reimbursement of LTC Bill

Respected Sir,
I wish to state that I, Amit Kumar Gupta working as A.P (ME) since 4th Jan. 2016. I have completed five years on 4th Jan. 2021. According to College policy, You provide three days LTC Leave & 10000/- for expenditure. I have taken LTC leave from 14th March 2022 to 16th March 2022. I am attaching all Bills. Please reimburse according to College policy. I shall be thankful for same.

Thanks & Regards.

Amit B

Amit Kumar Gupta
A.P. (ME)

ITS EC, Gr. Noida

Mob. No - 9878933059

Email - amitgupta.me@its.edu.in

Sir, Awarded on
OAS 31/12/2021 for 5 years
of service. eligible
to reimbursement
Rs. 10,000/- Date 22-03-2022
Jul 22/03/22

forwarded to Director Sir for
Kind approval.

Sir
22/03/22

Secretary Sir,
Recommended for approval.
Pl. proceed
Date

PAYMENTS MADE

Payment# **5554**

Payment Date **24/03/2022**

Reference Number **2rMjrzHtBjJ3al2MxyTv6E889005**

Paid To **Amit kumar Gupta**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311245418**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Amit kumar Gupta

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
22.03.2022	22/03/2022	₹10,000.00	₹10,000.00

To,
The Director
ITS Engineering College, Greater Noida

25/03/2022

Sub: - Regarding Reimbursement of LTC Amount of RS.30000/- for Completing 10 Years of Service.

Dear Sir,

I have completed 10 Years of service as faculty at ITS Engineering College on 11/01/2021. As per the college policy I had received the outstanding association award for completing 10 Years of service with LTC amount of Rs. 30000/-.

Kindly reimburse the amount as per the attached bills.

Thanking You

Yours Truly

H. Gupta

Dr. Harsh Gupta
Assistant Professor
MED

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date.....Date.....

S. No.....

Expense →

Ndls to svdk → Rs 6,683.6/-

Hotel → Rs 22,542/-

svdk to Ndls → Rs 6,475.4/-

Total → Rs 35,701/-

H. Gupta
25/3/22

Sir,
OAS Awarded
on 31/12/2021 for 10 years
of Service. Eligible for Reimbursement
of Rs 30,000/-
MHP
25/03/22

Forwarded to Director for Kind approval.

S. Gupta
25/03/22

Secretary Sir

Alka
26/3/22

Recommended for Approval.

layana

IRCTCs e-Ticketing Service
Electronic Reservation Slip (Personal User)

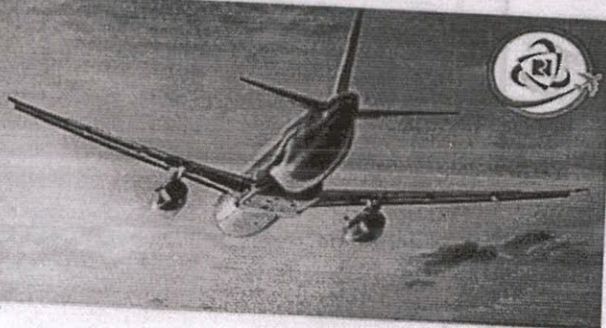
- You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extant Railway Rules.
- Only confirmed/Partially confirmed E-ticket is valid for travel.
- Fully Waitlisted E-ticket is invalid for travel if it remains fully waitlisted after preparation of chart and the refund of the booking amount shall be credited to the account used for payment for booking of the ticket. Passengers travelling on a fully waitlisted e-ticket will be treated as Ticketless.
- Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket:- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph/Unique Identification Card "Aadhaar", m-Aadhaar, e-Aadhaar, /Passenger showing the Aadhaar/Driving License from the "Issued Document" section by logging into his/her DigiLocker account considered as valid proof of identity. (Documents uploaded by the user i.e. the document in "Uploaded Document" section will not be considered as a valid proof of identity).
- Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 Kms Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 Kms
- While booking this ticket, you have agreed of having read the Health Protocol of Destination State of your travel. You are again advised to clearly read the Health Protocol advisory of destination state before start of your travel and follow them properly.



PNR No: 2468166987	Train No. & Name: 22439 / SVDK VANDEBHARAT	Quota: GENERAL (GN)
Transaction ID: 100003184126978	Date & Time Of Booking: 10-Jan-2022 16:26:12 HRS	Class: CHAIR CAR (CC)
From: NEW DELHI(NDLS)	Date Of Journey: 26-Jan-2022	To: SHMATA VD KATRA(SVDK)
Boarding At: NEW DELHI(NDLS)	Date Of Booking: 26-Jan-2022	Scheduled Departure: 26-Jan-2022 06:00 *
Rsv. Upto: SHMATA VD KATRA(SVDK)	Scheduled Arrival: 26-Jan-2022 14:00 *	Adult: 4 Child: 0
Passenger Mobile No: 9899036801		Distance: 668KM
Passenger Address		
N S	13/907, Preet Vihar, Bulandshahr, 203001	

Flight Ticket with Free Travel Insurance

- ₹ 50 lakh travel insurance at zero cost
- Minimum convenience fee
- Speedy e-commerce network
- 50+ multiple payment options to book tickets



FARE DETAILS :

Ticket Fare **	₹ 5428.0	Rupees Five Thousand four Hundred Twenty Eight and Zero Paise
Catering Charges (Incl. of GST) #	₹ 1232.0	Rupees One Thousand Two Hundred Thirty Two and Zero Paise
IRCTC Convenience Fee (Incl. of GST) #	₹ 23.6	Rupees Twenty Three and Sixty Paise
Total Fare (all inclusive)	₹ 6683.6	Rupees Six Thousand Six Hundred Eighty Three and Sixty Paise

** Inclusive of GST - ₹ 247.36 Only
Convenience Fee per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS :

Sl No.	Name	Age	Sex	Food Choice	Booking Status	Current Status
1	HARSH GUPTA	49	Male	VEG	CNF/C10/33/WINDOW SIDE	CNF/C10/33/WINDOW SIDE
2	ROSHAN LAL	79	Male	VEG	CNF/C10/34/NO CHOICE	CNF/C10/34/NO CHOICE
3	RAJSHREE	19	Female	VEG	CNF/C10/36/AISLE	CNF/C10/36/AISLE
	CHANDRIMA	11	Female	VEG	CNF/C10/36/AISLE	CNF/C10/36/AISLE

Indian Railways GST Details :

Invoice Number: P52221346606811	Address: Indian Railways New Delhi											
Supplier Information		Recipient Information		Taxable Value	CGST	SGST/UGST	IGST	Total Tax				
SAC Code	GSTIN	GSTIN	Name	Address	4960.64	Rate	Amount	Rate	Amount	Rate	Amount	247.36
996421	07AAAGM0289C1ZL									5.0	247.36	247.36

This ticket is booked on a personal user ID. Its sale/purchase is an offence u/s 143 of the Railways Act, 1989.

Place of Supply: 1(Jammu & Kashmir) State Code/Name of Supplier: Delhi(DL)
Ticket Printing Time: 01-Feb-2022 20:21:26 HRS
IR recovers only 57% of cost of travel on an average.



**IRCTC OR ITS AFFILIATES NEVER ASK FOR YOUR PERSONAL BANK OR SECURITY DETAILS
PLEASE BE AWARE IF ANYONE IS ASKING FOR YOUR ATM PIN / OTP / CVV NUMBER**



IMPORTANT :

As the booking is done in Special Train under COVID-19. Please check Salient features available in Alerts section on IRCTC eTicketing website or [Click here](http://www.irctc.co.in)

- For details, rules and terms & conditions of E-Ticketing services, please visit www.irctc.co.in.
- Departure time and Arrival Time printed on this ERS and VRM sent through mail are liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
- There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015. (details available on www.irctc.co.in under heading General Information --> Rules & Policies)
- The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The SMS/VRM/ERS along with valid id card of any one the passenger booked on e-ticket proof in original would be verified by TTE with the name and PNR on the chart. If the Passenger fail to produced/display SMS/VRM/ERS due to any eventuality(loss, damaged mobile/laptop etc.) but has the prescribed original proof of identity, a penalty of Rs.50/- per ticket as applicable to such cases will be levied. The ticket checking staff on board/off board will give excess fare ticket for the same.

Signature
21/02/22



Customer Support
0120-6907420
hotelservices@yatra.com

Dear Harsh,

Congratulations! Your Hotel Booking is Confirmed



Booking Reference Number - 0602210211008

Please collect the invoice at the property.

Kindly note, your booking is now confirmed. You are not required to contact Yatra to confirm further

Hotel Details

Hotel Confirmation Number: YATMB0001288546
*Use this Hotel Confirmation Number for all your communication with hotel

Hotel Krishna ★★ ★
Katra

Check-in Thu 26 Jan	3 Night(s)	Check-out Sun 29 Jan	2 ROOMS FOR 3 Night(s) Room 1 - 2 Adults Room 2 - 2 Adults	ROOM TYPE Deluxe Room Only
Checkin Time: 12-00 PM		Checkout Time: 12-00 PM		

INCLUSIONS

Complimentary Pick and Drop from Ban Ganga, Complimentary Pick up and Drop to Katra Helipad

Hotel Address: Near Katra Bus Stand, Katra., Jammu and Kashmir 182301, Katra , 182301
PHONE:91-8491926584,

Guest Details

Mr. Harsh Gupta

Mr. Roshan Lal

Payment Details

Amount collected on behalf of the hotel

Rs.25,580

Signature
25/03/22

Signature

Convenience Fee and taxes Rs.1,462
Yatra Promo Offer (-) Rs.4,500

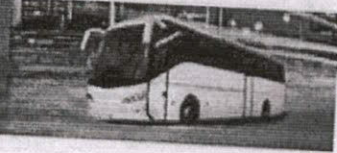
Total Amount (Prepaid)
Payment received via Online Payment Rs.22,542

Note: The convenience fee charged have been partially/fully adjusted in the yatra promo discount.

Your eCash Account
New eCash Earned (+) Rs.800
Available Balance Rs.0

Now book your bus tickets with Yatra instantly.
Get the best deals.

Book Now



Cancellation Policy

Full refund if you cancel this booking by 25-Jan-22 02:00 PM IST.

First night cost (including taxes and service charge) will be charged if you cancel this booking later than 25-Jan-22 02:00 PM IST.

You might be charged upto the full cost of stay (including taxes & service charge) if you do not check-in to the hotel.

Hotel Booking Terms and Conditions

In these terms, "customer" and "you" refers to a Yatra.com customer who has transacted with Yatra, "we" and "Yatra" interchangeably refers to Yatra Online Pvt. Ltd.

- According to government regulations, a valid Photo ID has to be carried by every person above the age of 18 staying at the hotel. The identification proofs accepted are Driving License, Voters Card, Passport, Ration Card. Without valid ID the guest will not be allowed to check in. Note- PAN Cards will not be accepted as a valid ID card.
- The hotel(s) reserves the right to decline accommodation to localites/same city residents / Posing Couples. Yatra.com will not be responsible for any check-in declined by the hotel(s) or any refunds due to the above mentioned reason.
- In case suitable proof of identification is not presented at check in, the accommodation can be declined to guests posing as a couple. Yatra will not be responsible for any check in declined by the hotel due to the aforesaid reason and Yatra.com shall not be able to process any refund.
- As part of the pay@hotel mode, advance payment of 25% is taken upfront while making the booking. Balance amount is to be paid at the Hotel directly at the time of check-in/check-out (as per the hotel's policy).
- Yatra hotels offer no hidden charges - please pay the amount displayed on your confirmation voucher directly to the hotel at the time of check in, for your reservation made with Yatra.com using "Pay At Hotel" option as mode of payment.
- Your reservation is guaranteed for arrival on the confirmed check-in date only.
- Normally check in time is 12 pm and check out time is 10 am. However we will advice you to confirm the check in and check out time directly from the concerned hotel. Early check in or late check out shall be subject to availability and may be chargeable by the hotel. Please contact the hotel directly for early check in or late check out.
- If you don't check-in to the hotel on the first day of your reservation and you do not alert Yatra.com well within the free cancellation time frame, the advance collected for your reservation would be forfeited automatically and cancellation charges as per the hotels cancellation policy would apply.
- In case you avail of the Website's hotel reservation service and are, thereafter, not contactable on the contact details provided in this regard, then the hotel reservation selected by you will stand cancelled and Yatra would not be liable for any charges/expenses incurred by you, either directly or indirectly in this regard.

S 5-1
25103122

A.H.K

- Cancellation charges, if applicable, will be deducted from the Booking Deposit. The hotelier may charge your Card/Account for additional cancellation charges, if any.
- On cancelling your hotel booking, you may be charged a standard cancellation fee of Rs. 250 per booking over and above the hotel's own cancellation charges.
- Gala dinner charges which are applicable for Christmas and New Year dates would be extra and payable directly to the hotel. Please check with the hotel directly for more information on the same. Not applicable on Book by Hour bookings.
- Extra bed can be accommodated with a folding cot or a mattress, subject to room size & availability.
- Your special requests would be passed on to the hotel and those shall be subject to the terms and conditions of the concerned hotel. We shall not be liable for any discrepancy in such services or in the performance or consequences of such services.
- Your booking details shall be sent to the respective hotel. Yatra does not guarantee the facilities booked by you.
- In case of any amendment (date change) in your hotel reservation, Yatra would inform and advise you about the availability and applicable new rates.
- Amendments/Cancellations of booking can only be made by Yatra. The hotel cannot modify your booking or process refunds for bookings made at the special Yatra rates.
- Such amendments/cancellation of booking shall be according to the respected hotel policy. Please read the hotel policy before booking.
- Refund to e-wallet within 2 - 4 hrs from the time of cancellation. In case of refund to bank account/credit card, Yatra takes 24 hours to process your refund. Further, the private sector banks may take 2-3 working days and public sector banks may take up to 7 working days to refund in your account.
- If payment has been received by credit/debit card, the refund shall be credited to the same card by which the payment was received. For all other cases, refund will be made by Account Payee Cheque only.
- Any special offer being provided by Yatra shall be governed by the specific terms and conditions of such special offer as displayed on the Website.
- All cheques/demand drafts in payment of bills must be crossed "A/C Payee Only" and drawn in favour of Yatra Online Private Limited.
- Late payment interest @24% per annum shall be charged on all outstanding bills after due date.
- All taxes and charges shall be applicable on actual basis.
- On booking, you may earn "Yatra Miles", which can be redeemed according to the terms and conditions relating to Yatra Miles.
- Standard Terms and Conditions mentioned on www.Yatra.com shall also apply.

For more information on your booking, call us at 0120-6907420. Please mention the Yatra Reference Number provided above to retrieve your booking.

For any query or clarification, please write to us at hotelservices@yatra.com.

- For Day Use booking, extension of stay beyond the time slots booked will levy additional charges.

Confirmation details have been also sent to: SMS: +91 9899035801

Wishing You a Happy Journey!
Yatra

Important: Please do not reply to this email. It has been sent to an email account that is unattended. Please add donotreply@yatra.com to your contact list and address book to ensure that you receive communication related to your booking from yatra.com

Sit
25/23/22

Opte



IRCTC e-Ticketing Service Electronic Reservation Slip (Personal User)

- You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extent Railway Rules.
- Only confirmed/Partially confirmed E-ticket is valid for travel.
- Fully Waitlisted E-ticket is invalid for travel if it remains fully waitlisted after preparation of chart and the refund of the booking amount shall be credited to the account used for payment for booking of the ticket. Passengers travelling on a fully waitlisted e-ticket will be treated as Ticketless.
- Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket - Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph from the "Issued Document" section by logging into his/her Digilocker account considered as valid proof of identity. (Documents uploaded by the user i.e. the document in "Uploaded Document" section will not be considered as a valid proof of identity).
- Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 Kms Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 Kms
- While booking this ticket, you have agreed of having read the Health Protocol of Destination State of your travel. You are again advised to clearly read the Health Protocol advisory of destination state before start of your travel and follow them properly.



PNR No.: 2131269648	Train No. & Name: 22440 / SVDK VANDEBHARAT	Quota: GENERAL (GN)
Transaction ID: 100003184912648	Date & Time Of Booking: 10-Jan-2022 16:20:12 HRS	Class: CHAIR CAR (CC)
From: SHMATA VD KATRA(SVDK)	Date Of Journey: 29-Jan-2022	To: NEW DELHI(NDLS)
Boarding At: SHMATA VD KATRA(SVDK)	Date Of Boarding: 29-Jan-2022	Scheduled Departure: 29-Jan-2022 16:00 *
Resv. Upto: NEW DELHI(NDLS)	Scheduled Arrival: 29-Mar-2022 23:00 *	Adult: 4 Child: 0
Passenger Mobile No: 9899036801	Passenger Address	Distance: 665KM
NS	13/907, Preet Vihar, Bulandshahr, 203001	

Flight Ticket with

Free Travel Insurance

₹ 50 lakh travel insurance at zero cost

Minimum convenience fee

Speedy e-commerce network

50+ multiple payment options to book tickets



FARE DETAILS :

Ticket Fare **	₹ 5208.0	Rupees Five Thousand Two Hundred Eight and Zero Paise
Catering Charges (Incl. of GST) #	₹ 1232.0	Rupees One Thousand Two Hundred Thirty Two and Zero Paise
IRCTC Convenience Fee (Incl. of GST) #	₹ 35.4	Rupees Thirty Five and Forty Paise
Total Fare (all Inclusive)	₹ 6475.4	Rupees Six Thousand Four Hundred Seventy Five and Forty Paise

** Inclusive of GST - ₹ 247.36 Only

Convenience Fee per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS :

SI No.	Name	Age	Sex	Food Choice	Booking Status	Current Status
1	HARSH GUPTA	49	Male	VEG	CNF/C10/49/WINDOW SIDE	CNF/C10/49/WINDOW SIDE
2	ROSHAN LAL	79	Male	VEG	CNF/C10/46/NO CHOICE	CNF/C10/46/NO CHOICE
3	RAJSHREE	19	Female	VEG	CNF/C10/47/WINDOW SIDE	CNF/C10/47/WINDOW SIDE
4	CHANDRIMA	11	Female	VEG	CNF/C10/48/AISLE	CNF/C10/48/AISLE

Indian Railways GST Details :

Invoice Number: PS2221346568811 Address: Indian Railways New Delhi

Supplier Information		Recipient Information		Taxable Value	CGST		SGST/UGST		IGST		Total Tax
SAC Code	GSTIN	Name	Address		Rate	Amount	Rate	Amount	Rate	Amount	
996421	07AAAGM0289C1ZL	GSTIN		4960.84							
								5.0	247.36	247.36	

This ticket is booked on a personal user ID. Its sale/purchase is an offence u/s 143 of the Railways Act, 1989.

Place of Supply: 1(Jammu & Kashmir) State Code/Name of Supplier : Delhi(DL)
Ticket Printing Time: 01-Feb-2022 20:21:28 HRS
IR recovers only 67% of cost of travel on an average.



**IRCTC OR ITS AFFILIATES NEVER ASK FOR YOUR PERSONAL BANK OR SECURITY DETAILS
PLEASE BE AWARE IF ANYONE IS ASKING FOR YOUR ATM PIN / OTP / CVV NUMBER**

www.irctc.co.in

IMPORTANT :

As the booking is done in Special Train under COVID-19. Please check Salient features available in Alerts section on IRCTC eTicketing website or Click here

- For details, rules and terms & conditions of E-Ticketing services, please visit www.irctc.co.in.
- Departure time and Arrival Time printed on this ERS and VRM sent through mail are liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
- There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015 (details available on www.irctc.co.in under heading General Information -> Rules & Policies)
- The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The SMS/VRM/ERS along with valid id card of any one the passenger booked on e-ticket proof in original would be verified by TTE with the name and PNR on the chart. If the Passenger fail to produced/display SMS/VRM/ERS due to any eventuality (loss, damaged mobile/laptop etc.) but has the prescribed original proof of identity, a penalty of Rs.50/- per ticket as applicable to such cases will be levied. The ticket checking staff on board/off board will give excess fare ticket for the same.

Sahim

PAYMENTS MADE

Payment# **5573**

Payment Date **29/03/2022**

Reference Number **5MhVvHHsGS1P3rgHxtOQcU809510**

Paid To **HARSH GUPTA**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **026906708431**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
HARSH GUPTA

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
LTC-10yrs/25.03.22	26/03/2022	₹30,000.00	₹30,000.00

To,

The Director
I.T.S Engineering College
Greater Noida

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....
Date 24/03/22.....
S. No..... Amount Rs. 30,000/-

Subject - Request for Reimbursement of Amount
as per LTC policy

Respected Sir,

This is to inform you that I have successfully
completed 10 years in our college. My date
of joining was 2nd July, 2008.

As per our college's LTC policy, I am
eligible for the monetary benefits on successful
completion of 10 years.

Therefore, I request you to kindly approve
my bills as per policy.

Regards

Munish

Rakesh Kumar Gangy
Assistant Prof.
AS/H. Department

Forwarded to Director Sir
@hand
22/03/22

Hotel Bill - 19,200
Tand Trav. 12,240
31,440

Sir
OAS Awarded on 31/12/98
award of service.

Secretary Sir

He
Dr. P. S. Jaiswal
24/3/22

Reimbursement recommended for approval.



Hotel Shree Anand Dham

Gandhi Marg, Banke Bihari Ji Road, Vrindavan - 281121

SL.No. 6723

Date 20/03/22

Room No. 412A

Name Shri Rakesh Kumar Garg + 3

No. of days 04

Particulars	Rs.	P.
Charges for Lodging <u>3600/- X 4 days</u>	<u>14,400</u>	<u>00/-</u>
Arrival Date <u>17/03/22</u>		
Time <u>10:15 AM</u>		
Departure Date <u>20/03/22</u>		
Time <u>6:30 PM</u>		
Laundry.....		
Phone		
Fooding Charges..... <u>1200/- X 4 days</u>	<u>4800</u>	<u>00/-</u>
Advance:		
Time Date	L.T.	
Time Date	Total	<u>19,200</u>
	Advance	<u>00/-</u>
	Bal./Refund	

E. & O. E.

- Note :
1. The bill must be paid on Presentation.
 2. Cheque are not accepted.
 3. Check out time 24 hours.
 4. Disputes are subject to Mathura Jurisdictions only.

For HOTEL SHREE ANAND DHAM

Krishna Dubey
Signature

HINDUSTAN TOUR & TRAVELS

: 9213615092
: 9873703479
: 9873601180

C-898, ASHRM CHOWK, NANDGRAM, GHAZIABAD

Vehicle No. DL 3CCM 1340 Date 20/03/2022
Name Rakesh Kumar Garg 1225
Address Delhi Gate Ghaziabad
Phone

Minimum charge per day for 8 hours 80 Kms.
Minimum charge per dy for 250 Kms. not applicable for single day.
Night halt will be charged 10 p.m. Payment Cash. Driver Charge 100 Extra.
Time & Kms. will be charged from office to office.
Toll Tax Chungi & Parking will be paid by Party.

Note: Collection charges will be charged Rs. 50/- per visit.

Dept K.M	Total Km. - <u>716 km @ 15 Rs</u> <u>= 10740/-</u>
Arr K M	First 80 Kms Charge
Time Dept	Above 80 Kms Charge
Time Arr	Over Time
Adv Off	Night Charge <u>500 x 3 = 1500/-</u>
Adv Party	Total Rs. <u>12,240/-</u>
	Advance Rs.
	Net Amount Rs.

For HINDUSTAN TOUR & TRAVELS

Party Signature

Rakesh
20/03

PAYMENTS MADE

Payment# **5572**

Payment Date **29/03/2022**

Reference Number **60voOORThc4KE3Kmp6MRR0344893**

Paid To **Rakesh Kumar Garg (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208811810592**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Rakesh Kumar Garg (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
22.03.2022	24/03/2022	₹30,000.00	₹30,000.00

To,
The Director,
I.T.S. Engineering College
Greater Noida

Dated: 26-03-22

Subject: Reimbursement for tour expenses as per institute's policy

Respected Sir,

This is to inform to your esteemed organization that I want to claim the expenses for my tour from 17th March to 21st March 2022 under the institute policy of Faculty outstanding association award of 10 years of Service which includes holiday package for Hotel stay ,Train Tickets and adventures tickets.
I am attaching herewith bills of hotel and activity expenses. Kindly do the needful.

Thanking You.

ArtiDua
26/03

Yours Sincerely

Dr. ArtiDua
Asst. prof.(ASH)

~~Sir,~~
~~OAS~~

Sir, OAS Awarded on
31/12/2021 for 10 years
of service. She is
eligible to En cash/Reimburse
Rs. 39000/- as per policy

ArtiDua
Pl. Proceed for
reimbursement as
per policy and
entitlement.
Bjm
29/3/22

5

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....

Date 29/03/22.....

S. No..... Amount Rs. 30000/-

PAYMENTS MADE

Payment# **5614**

Payment Date **02/04/2022**

Reference Number **74jqZNcZbsGhX9AWzGnAas783412**

Paid To **ARTI DUA (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **209212182370**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
ARTI DUA (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
26.03.2022 Outstanding Association Scheme	29/03/2022	₹30,000.00	₹30,000.00

To,

The Director

ITS Engineering College Greater Noida

Subject: Regarding Outstanding Association Reward

Dear Sir,

I am happy to share that I have completed 6 Years of association on 26th December 2021 with ITS Engineering College Greater Noida. I am working as Assistant Professor in the Department of Electrical & Electronics Engineering. I have visited Lucknow along with my family members during 1-3 April, 2022.

The expenditure details are as follows:

Hotel Bills: Rs 11990.00/-

Travelling Expenses: Rs 8000/-

(Car No. UP 16X 7324)

Food & Other Expenditure: Rs 6000/-

Total: Rs 25,990/- (Rupees Twenty Five thousand Nine Hundred and Ninety only)

I request you to kindly reimburse my expenses as per college policy for outstanding association reward.

Thanks & Regards.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....

Date 23/04/22.....

S. No..... Amount Rs. 10000/-

Dr. Rajiv Ranjan has awarded OAS award on 31/12/20 for five years of service. He is entitled for reimbursement.

(Dr. Rajiv Ranjan)
Assistant Professor
Department of Electrical & Electronics Engineering

Recommended

of Rs. 10,000/-

[Signature]
19/4/22

(HOD-ECE)

[Signature] HR

All. Process for reimbursement of five years association. for necessary actions as per policy.
[Signature]
19/4/22

To,

Director.

ITS Engineering College
Gr. Noida.

28/4/2022

Sub: Regarding reimbursement of L.T.C.

Respected Sir,

This is to bring your kind notice that I have completed successfully 15 years in the institutions.

As per our institutions policy, kindly reimburse my bill and leave. (from 21-3-2022 to 25-3-2022)

Thanks and regard.

Meeraj Kr. Tripathi
Lab Asst.
A/S/H (Chemistry Lab)

Meeraj

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....

Date 28/04/22

S.No..... Amount Rs. 15000/-

Sir
GAS
for 15 years of service
on 31/12/2021 eligible for
as 15000/-
Awarded
Forwarded to Director Sir
@hand
28.04.22

HR

Kayano

28/04/22

Pl. proceed for
reimbursement
as per scheme
and entitlement.
Miy
2022

PAYMENTS MADE

Payment# **5764**

Payment Date **04/05/2022**

Reference Number **7cN3iTdffZFsBvTxFI41HL526913**

Paid To **NEERAJ KUMAR TRIPATHI**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **212416132366**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
NEERAJ KUMAR TRIPATHI

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
25.04.2022 (Outstanding Association Scheme	30/04/2022	₹15,000.00	₹15,000.00

DATE - 24-05-2022

To

The Director
ITS Engineering College
Greater Noida

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sub : Encashment of LTC

Sign.....Sign.....

Date.....Date.....

S. No.....Amount Rs. 10000/-

Dear Sir,

With due regards, I would like to inform you that I have completed six years in ITS Engineering College as a P.T.I. As a privilege I have availed my LTC from 16.05.2022 to 19.05.2022. I went to Haridwar with my family for the above periods.

I am enclosing herewith my tour bill for your kind approval as per the Institute policy

Bharat Tours & Travels, New Delhi	-	10,710.00

Total		10,710.00
		=====

Thanking you,

Yours faithfully,

Nitin Tonger
NITIN TONGER
P.T.I.

Secretary Sir

for your kind approval

Clayton
24/05/22

Abh
Sir,
Pl. reimburse
as per policy
and entitlement of
outstanding Assoc. Awarded
on 31/12/2021 for 5 years
service. Eligible to
reimburse Rs. 10,000/-
Abh
28/5/22
Julij
24/05/2022



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **5920**

Payment Date **28/05/2022**

Reference Number **851Ken6LRY2tKyTJe3huaW239360**

Paid To **NITIN PTI**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **214813166511**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
NITIN PTI

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
26.05.2022	26/05/2022	₹10,000.00	₹10,000.00

02/06/2022

To,
The Director
I.T.S Engineering College
Greater noida

Subject: Request for reimbursement of amount as per the LTC policy.

Respected sir,

This is to inform you that I have successfully completed 5 years in our institute. My date of joining was 2nd February 2015.

As per our institute's LTC policy, I am eligible for monetary benefit on successful completion of 5 years.

Therefore I request you to kindly approve my bills as per the policy.

APPROVED IN ZOHO
(ON LINE PAYMENT)

Warm Regards

Ashish
02/06/22

Ashish Kumar Gupta

Assistant Professor, Dept. of CSE

Sign
02/06/22
Amount Rs. 10,000/-

HR
Please do the needful.

Vijayans
21/6/22

Sir,
Outstanding Asso. Awarded
in December, 2020.
Eligible to ~~Rs. 10,000/-~~ Rs. 10,000/-
to be reimbursed
Please proceed for the
necessary payment.
02/06/22

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **5978**

Payment Date **07/06/2022**

Reference Number **7sel34H8dxAbTsQuUVIHlf449266**

Paid To **Ashish kumar gupta**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **215813298791**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Ashish kumar gupta

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
02.06.2022 Outstanding Association Scheme	04/06/2022	₹10,000.00	₹10,000.00

To

The Director I.T.S
Engineering College
Greater Noida.

Sub:— Regarding Avail the LTC

Respected Sir

As you know that I have completed my five years
in the institution and I have availed my LTC
as per policy of institution.

Kindly approve the same

Thanks & Regards

Pranod Kumar

Physics Lab Assistant

Department of Applied Science
and Humanities.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date 11/06/22

S. No. 172 Amount Rs. 7500/-

Forwarded to Director Sir

Chand
06/06/22

Sir,

Outstanding Assoc. Awarded
On 31/12/2021 eligible
to reimburse Rs. 7500/-
Only.

HR
Please do the needful

JUD
10/06/22
M. Prasad
11/06/22
K. Jayan
8/6/22

PAYMENTS MADE

Payment# **6008**

Payment Date **16/06/2022**

Reference Number **2irAtdzKk19PUxkscgjba135553**

Paid To **Pramod Kumar (Lab Tech)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **216711369439**

Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
Pramod Kumar (Lab Tech)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
06.06.2022 Outstanding Association Scheme	15/06/2022	₹7,500.00	₹7,500.00

To,
The Director
ITS Engineering College, Greater Noida

16/06/2022

Sub: - Regarding Reimbursement of LTC Amount of RS.30000/- for Completing 10 Years of Service.

Dear Sir,
I have completed 10 Years of service as faculty at ITS Engineering College on 26/09/2021. As per the college policy I had received the outstanding association award for completing 10 Years of service with LTC amount of Rs. 30000/-.
Kindly reimburse the amount as per the attached bills.

Thanking You

Yours Truly

Manvendra Yadav

Mr. Manvendra Yadav
Assistant Professor
MED

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....
18/06/22
Amount Rs. 30000/-

Expenses:-

1. Train Ticket → NDLS to Prayagraj → Rs 3501/-
2. Taxi Bill → Rs 15240/-
3. Taxi Bill → Rs 10464/-
4. Train Ticket → Prayagraj to NDLS → Rs 3471/-

Total → Rs 32,676/-

Sir,
He is eligible for
Rs. 30,000/- as he was
awarded OAS on 3/12/2022

July
18/06/2022
HR

Forwarded to Director for kind approval.

SAT
16/06/2022

Please process for
payment.

Lawan

PAYMENTS MADE

Payment# **6019**

Payment Date **21/06/2022**

Reference Number **4eyHP6YjTVg2JXvwRuFKuf153531**

Paid To **Manvendra Yadav**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **217212708278**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Manvendra Yadav

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
16.06.2022 Out standing Association Scheme	18/06/2022	₹30,000.00	₹30,000.00

Date: 29/08/2022

To

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

The Director

I.T.S Engineering College

Greater Noida

Sign..... Sign.....

Date: 29/09/22

S. No..... Amount Rs. 30000/-

Sub: Reimbursement of Outstanding Association Scheme.

Respected Sir

I have completed ten years of service in I.T.S Engineering College and eligible for Outstanding Association Scheme provided by Institute. I had availed leaves from 22 Aug, 2022 to 24 Aug, 2022. I visited Manali - Himachal Pradesh. The bill of the visit is attached with this application.

I request you to please allow the reimbursement as per the rules and policy of the institute.

forwarded to HOD - CSE for
kind approval

Ad
29/8/2022

Thanking You

Yours Sincerely

Ad
29.8.22

Aditya Dayal Tyagi

AP-CSE

HR

please do the needful

Udayan

29/8/22

Pl. proceed for
payment as per
scheme and
document

SIN
eligible to
Reimbursement
for Rs. 30,000/-

Ad
30/08/22



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **6414**

Payment Date **03/09/2022**

Reference Number **4JfwEAo1J5bdplsYFD0Qvx498942**

Paid To **ADITYA DAYAL TYAGI**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **224614427297**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
ADITYA DAYAL TYAGI

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
29.08.2022 Outstanding Association Scheme	02/09/2022	₹30,000.00	₹30,000.00

Date: 14/10/2022

To
The Director
I.T.S Engineering College
Greater Noida

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sub: Reimbursement of Outstanding Association Scheme.

Sign.....
Date: 17/10/22
S. No..... Amount Rs. 15000/-

Respected Sir

I have completed ten years of service in I.T.S Engineering College and eligible for Outstanding Association Scheme provided by Institute. I had availed leaves from 04th Oct, 2022 to 08th Oct, 2022. I visited Deoghar - Jharkhand. The bill of the visit is attached with this application.

Details of bill is as follows

S.No	From	To	Mode	Amount
1	Noida	Delhi Railway Station	Taxi	Rs. 556/
2	Delhi Railway Station	JASIDIH JN	Train	Rs. 3484/
3	Hotel at Deoghar		Hotel	Rs. 7616/
4	JASIDIH JN	Delhi Railway Station	Train	Rs. 3483/
5	Delhi Railway Station	Noida	Taxi	Rs. 499/
Total				Rs. 15638/

I request you to please allow the reimbursement as per the rules and policy of the institute.

OV
P. Chandra
14/10/22

HR

Thanking You

Yours Sincerely

Prem Chand

System Admin-IT

(Prem Kumar)

Layana

14/10/22

Pl. proceed for
payment of pers. and
reimbursement.

eligible to reimburse
Rs. 15000/-
Mr. Prem has awarded
Outstanding Association
award on 31/12/2019
in honor of service

PAYMENTS MADE

Payment# **6693**

Payment Date **18/10/2022**

Reference Number **4juFdWqU3xWue2glCMiuU2582584**

Paid To **Prem Chand**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **229113655566**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Prem Chand

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
15.10.2022	17/10/2022	₹15,000.00	₹15,000.00

To,
The Director,
I.T.S Engineering College
Greater Noida

Dated: 14-10-2022

Subject: Claim for travel expenses as per Institute's policy (After completion of 15 years of service)

Sir,

This is to inform to your esteemed office that I want to claim the expenses for my travel from Noida to Udaipur (to & fro)

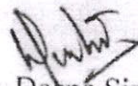
Date of Departure: 4th October

Date of Arrival: 9th October


I am attaching herewith the bills for the same.
Kindly do the needful.

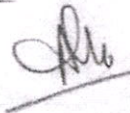
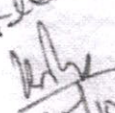
Thanking You,

Yours Sincerely


Dr. Deepa Singh
Professor (ASH)

Sir,
Dr. Deepa Singh is
eligible to reimburse
Rs 30,000/- against
OAS.


14/10/2022


ble. proceed for payment
as per scheme
entitlement.

15/10/22

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign..... Sign.....

Date 17/10/22

S. No..... Amount Rs. 30000/-

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **6699**

Payment Date **18/10/2022**

Reference Number **dV3iRxF87qMaFO1cDHOjU544551**

Paid To **DEEPA SINGH**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **229115111311**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
DEEPA SINGH

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
14.10.2022	17/10/2022	₹30,000.00	₹30,000.00

Outstanding Association Award (2021)

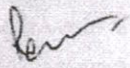
Date :28/12/2020

Bill claim under Outstanding Association Scheme


Date of traveling - 18/12/2020 - 21/12/2020

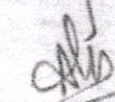
Place of traveling - Haridwar, Rishikesh and Mussoorie

Taxi Charges	= Rs. 11,280/-
Hotel	= Rs. 5,250/-
Breakfast, Lunch and Dinner	= Rs. 4,200/-
Total	= Rs.20, 730/-


(Renu Sharma)
Hostel Warden

As per "OAR-2019". She will be reimbursed expenses subject to a maximum of Rs. 15000/- (Fifteen thousand only).
Forwarded to Secretary Si for approval.


28/12/20.


Rs. reimburse as per rule and entitlement.
R/hy
21/21.

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment#	3674
Payment Date	07/01/2021
Reference Number	6M5Q6KLEWyhb19UIKcEhB5676620
Paid To	RENU SHARMA (WARDEN)
Payment Mode	ICICI Bank
Paid Through	ICICI Bank Limited
UTR Number	023372076961
Amount Paid In Words	Rupees Fifteen Thousand Only



Paid To
RENU SHARMA (WARDEN)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
28.12.2020	05/01/2021	₹15,000.00	₹15,000.00

31.12.2020

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Respected Sir,

I, Pramod Gupta had completed Ten years of service in our esteemed organization. According to the "Outstanding Association Scheme" announced on 1st Jan 2020, I am eligible under the third category, (05 days leave and Rs.15000/- in cash as reimbursement of expenses to go out with family).

My tour date was from 23th Dec to 27th Dec, 2020.

I request you to kindly approve the said reimbursement as per the scheme. I have enclosed the tour expense bill for the same.

Thanks & Regards

Yours sincerely,

P Gupta
(Pramod Gupta)
Lab Technician
ECE Department

Current salary - ₹ 21,500/-
Tenure - 10yrs (on 1st Apr 2019)

As per 'OAS' Policy, he is eligible to avail max amt of ₹ 15,000/-
Please process as per Policy. [Signature]

Encl: Tour expense bill.

OK
He is eligible for payment as per eligibility and entitlement.
[Signature]
30/1/21



PNR No : 9652102302	Train No. & Name: 02951 MMCT RAJ SPL	Quota: TATKAL (GN)
Transaction ID: 100541251203212	Date & Time Of Booking: 26-Dec-2020 10:03:28 HRS	Class: THIRD AC (3A)
From: Bandra Terminus (BDTS)	Date of Journey: 27-Dec-2020	To : New Delhi (NDLS)
Boarding : Bandra Terminus (BDTS)	Date of Boarding: 27-Dec-2020	Scheduled Departure: 27-Dec-2020 08:32*
Resv Upto: New Delhi (NDLS)	Scheduled Arrival: 28-Dec-2020 15:32*	Adult: 3 Child: 0
Passenger Mobile Number: 9911223845		Distance: 1384 KM

FARE DETAILS:

S.No.	Description	Amount (In rupees)	Amount (In words)
1	Ticket Fare	Rs. 5565.0	Rupees five thousand five hundred sixty-five
2	Catering Charges	Rs. 0.0	Rupees zero and zero paisa
3	IRCTC Service Charges# (Incl. of Service Tax)	Rs. 0.0	Rupees zero and zero paisa
4	Total	Rs. 5565.0	Rupees five thousand five hundred sixty five

Service charges (inclusive of Service Tax) per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS:

S.No.	Name	Age	Sex	Concession Code	Booking Status/ Current Status/Coach No./Seat No
1	Pramod Gupta	36	Male		CNF/B2/13/LOWER
2	Mahima Gupta	32	Female		CNF/B2/14/MIDDLE
3	Naincy Gupta	12	Female		CNF/B2/15/UPPER

Base Fare	5565.00
Catering Charges	0.00
IRCTC Charges	0.00
Sub Total	5565.00
Misc. & Others	750.00
Grand Total	6315.00

6315
6315
7350
720,080/-



PNR No : 6352412013	Train No. & Name: 02952 MMCT RAJ SPL	Quota: TATKAL (GN)
Transaction ID: 10236520123645	Date & Time Of Booking: 21-Dec-2020 10:01:58 HRS	Class: THIRD AC (3A)
From: New Delhi (NDLS)	Date of Journey: 22-Dec-2020	To : Bandra Terminus (BDTS)
Boarding : New Delhi (NDLS)	Date of Boarding: 22-Dec-2020	Scheduled Departure: 22-Dec-2020 16:55*
Resv Upto: Bandra Terminus (BDTS)	Scheduled Arrival: 23-Dec-2020 08:35*	Adult: 3 Child: 0
Passenger Mobile Number: 9911223845		Distance: 1384 KM

FARE DETAILS:

S.No.	Description	Amount(In rupees)	Amount(In words)
1	Ticket Fare	Rs. 5565.0	Rupees five thousand five hundred sixty-five
2	Catering Charges	Rs. 0.0	Rupees zero and zero paise
3	IRCTC Service Charges# (Incl. of Service Tax)	Rs. 0.0	Rupees zero and zero paise
4	Total	Rs. 5565.0	Rupees five thousand five hundred sixty-five

Service charges (inclusive of Service Tax) per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS:

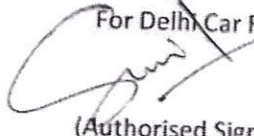
S.No.	Name	Age	Sex	Concession Code	Booking Status/ Current Status/Coach No./Seat No
1	Pramod Gupta	36	Male		CNF/B1/37/LOWER
2	Mahima Gupta	32	Female		CNF/B1/38/UPPER
3	Naincy Gupta	12	Female		CNF/B1/39/LOWER

Base Fare	5565.00
Catering Charges	0.00
IRCTC Charges	0.00
Sub Total	5565.00
Misc. & Others	750.00
Grand Total	6315.00



DELHI CAR RENTAL SERVICE

(Complete Travel Solutions Round the Clock)

GSTIN 07BGRPK2767C1Z7		1st Floor , Plot no-206 ,Sector 16 A Dwarka Near Dwarka Metro Station New Delhi 110078		Ph: 9717536574, 9532915188	
Guest Pax Tour	Mr. Pramod Gupta 02 Adults + 01 Child + 01 Infant MUMBAI Kolkata Tour			BILL NO Date:	2020-21/0092 23-12-2020
Date	Incl.	Particular		Tariff	Amount
24/12/2020 To 27/12/2020	3 Nights Stay Breakfast Pick-up Drop All taxes	Hotel Category – 2* Car Kms Limit – 100 kms/10 hours / day			7,000.00
Net Payable Amount					7,000.00
GST 5%					350.00
TOTAL					7,350.00
Remarks	Paid full payment against Kolkata Tour				
					For Delhi Car Rental  (Authorised Signatory)

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **3788**

Payment Date **02/02/2021**

Reference Number **7DthT3Dnlb1gf4nOtUXiZ2695662**

Paid To **Pramod Gupta (Lab Tech)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **023517288851**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Pramod Gupta (Lab Tech)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
31.12.2020	30/01/2021	₹15,000.00	₹15,000.00

16.02.2021
17.02.2021

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Respected Sir,

I, Anju Rajput had completed ten years of service in our esteemed organization on 22 Sep 2020. According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible for 05 days leave and Rs.15000/- in cash as reimbursement of expenses to go out with family. My tour date was from 08th Feb to 13th Feb, 2021.

I request you to kindly approve the said reimbursement as per the scheme. I have enclosed the tour expense bill for the same.

Thanks & Regards

Yours sincerely,

Anju Rajput

(Anju Rajput)
Lab Technician
ECE Department

Doj → 02/09/2020

As Per 'OAS' Policy, on completion of 10 yrs of her. she is eligible to claim max of 15000/-

Hum 16/02/21

Pl. proceed for payment as per rule.
Bh
23/2/21

Encl: Tour expense bill.



RAWAT
TOURIST SERVICE

652 & 656, Aashirwad Apartment,
Sec-16, Dwarka, New Delhi-110078
Ph: 011-28037225
Mobile : +91 9532915188

TOUR BILL

GST No. : 07AGFPR1905G1ZJ

Bill No.: 2021080213

Date: 07/02/2021

Guest Name : Mrs. Anju Rajput
No of Pax : 02 Adults + 01 Child
Tour Ref. : Jhansi & Orchha Tour
Duration : 05N/06D Tour

DATE	PARTICULARS	RATE	AMOUNT
08/02/2021 to 13/02/2021	Tour Cost Includes : <ul style="list-style-type: none">• 05 Nights hotel stay.• Non ac Car for Gr. Noida to Jhansi drop.• Fuel, state tax, Toll Tax, Driver allowance & GST.	---	Rs.15400.00
	TOTAL		Rs.15400.00
	GST(5%)		770.00
	Grand Total		Rs.16170.00
Rupees in Words: Sixteen Thousand One Hundred seventy only.			
Remark: Full payment received against above tour.			


Mr. Vinod Rawat

(Authorised Signatory)

PAYMENTS MADE

Payment# **3886**

Payment Date **25/02/2021**

Reference Number **7eOtKFP3TxUqUxvL6kdQOr951121**

Paid To **ANJU RAJPUT**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **023669645161**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
ANJU RAJPUT

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
23.02.2021	23/02/2021	₹15,000.00	₹15,000.00

To,
The Director,
I.T.S Engineering College
Greater Noida

Dated: 02-04-2021

Subject: Claim for travel expenses as per Institute's policy (After completion of 10 years of service)

Sir,
This is to inform to your esteemed office that I want to claim the expenses for my travel from Noida to Vishakhapatnam (to & fro)
Date of Departure: 19th March.
Date of Arrival: 22nd March

I am attaching herewith the bills for the same.
Kindly do the needful.

Thanking You,
Yours Sincerely

Dr. Deepa Singh
Dr. Deepa Singh
Professor (ASH)

1. Doj - 01/08/2006

2. Sal - ₹ 8698/-

3. Completed 10 yrs - 31/12/2016.

As per CAS Policy she is eligible (on completion of 10 yrs) to entitle of ₹ 30,000/- claim against her expenses.

Dr. Deepa Singh

Dr. Deepa Singh
Be. proceed for
payment as per
entitlement.

Dr. Deepa Singh
20/4/21

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date.....Date.....

S. No..... Amount Rs.....

PAYMENTS MADE

Payment# **4168**
Payment Date **27/04/2021**
Reference Number **30Zr6I4UZWXjaxT64TVoPm878805**
Paid To **DEEPA SINGH**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **024068351741**
Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
DEEPA SINGH

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹30,000.00	₹30,000.00

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme."

Respected Sir,

I, Alpana Singh have completed thirteen years of service in our esteemed organization. According to the "Outstanding Association Scheme" I am eligible under the third category.

My tour date was from 19-March-2021 to 24-March-2021.

Sir, I request you to kindly approve the Reimbursement as per the scheme. I have enclosed the tour expense bills for the same.

Day 1- 19-03-2021

Train Tickets- 1902 rs Gzb to Haridwar

250 rs Ola cab Gr.Noida to Gzb

Day 2- 20-03-2021

300 rs, breakfast at Haridwar

250 rs, by auto to Haripur kalan Ashram Haridwar

1800 rs, stay charge at Ashram Haridwar

420 rs lunch

250 rs by auto to Mansa Devi temple

851 rs tickets of ropeway till Mansa Devi & return

220 rs tea and snacks

450 rs dinner

250 rs auto back to ashram

Day 3- 21-03-2021

300 rs Breakfast

450 rs auto to Rishikesh from Haridwar

420 rs lunch at Parmarth Ashram

1980 rs Stay charge at Vanprastha Ashram

420 rs dinner at Parmarth Niketan

Dej - 03/5/2008

Sol - 289701-

Due 10/12 - 31/12/2018

As per OAS Policy, she is eligible to claim upto ₹15,000/- again her expenses.

HW
19/4

Pls. Proceed for payment as per entitlement.

Rahm
20/4/21

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date.....Date.....

PAYMENTS MADE

Payment# **4166**

Payment Date **27/04/2021**

Reference Number **6hylYNAsS7QZyZS8HXDP4K801244**

Paid To **Alpana Singh (Receptionist)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **111709900900**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Alpana Singh (Receptionist)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹15,000.00	₹15,000.00

09.04.2021

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Respected Sir,

I, Brijesh Kumar had completed 10 years of service in our esteemed organization. According to the "Outstanding Association Scheme" announced on 25th July 2020, I am eligible under the Reimbursement as per "Outstanding Association Scheme" My tour date was from 29-03-2021 to 02-04-2021.

I request you to kindly approve the said reimbursement as per the scheme. I have enclosed the tour expense bill for the same.

Thanks & Regards

Yours sincerely,

Brijesh Kumar

(Brijesh Kumar)
Assistant Professor
ME Department

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date.....Date.....

S. No.....Amount Rs.....

Doj - 15/7/2009

Sal - ₹ 54792/-

Due: ~~Completion~~ 10yrs - 31/12/2019.

As per OAS policy he is eligible to claim upto ₹ 30,000/- against his expenses.

[Signature]
15/4/21

Encl: Tour expense bill.


*Pls
Cl. process for
payment as per
entitlement.
BKM
20/4/21*



DELHI CAR RENTAL SERVICE

(Complete Travel Solutions Round the Clock)

Tour Bill

GSTIN 07BGRPK2767C1Z7		1st Floor , Plot no-206 ,Sector 16 A Dwarka Near Dwarka Metro Station New Delhi 110078		Ph: 9717536574 & 9532915188	
Guest Pax Tour Date	Mr. Brijesh Kumar 03 Adults + 01 Child Nainital & Kausani Tour			BILL NO Date:	2020-21/00292 28-03-2021
	Incl.	Particular		Tariff	Amount
29/03/2021 To 02/04/2021	4 Nights Stay Breakfast S/S by Car Pick-up Drop All taxes	Hotel Category -3* And Ac Swift Desire car for transfers & sightseeing			30,400.00
Net Payable Amount					30,400.00
GST 5%					1,520.00
TOTAL					31,920.00
Remarks	Paid full payment against Nainital & Kausani Tour				
					For Delhi Car Rental  (Authorised Signatory)

PAYMENTS MADE

Amount Paid
₹30,000.00

Payment# **4167**

Payment Date **27/04/2021**

Reference Number **2vaWEMaPwMu5xtqWMGLZaB957548**

Paid To **BRIJESH KUMAR (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **024068348761**

Amount Paid In Words **Rupees Thirty Thousand Only**

Paid To
BRIJESH KUMAR (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹30,000.00	₹30,000.00

To

The Director

I. T. S Engineering College

Greater Noida

Regarding reimbursement of L. T. C. expenses.

Dear Sir

To see my relative who was hospitalized at Tata memorial Cancer Hospital, I travelled to Mumbai dated 3rd March 2021 to 6th March 2021. The expenses incurred are as follows-

S. No.	Date	Details of expenses	Amount in Rs
1	3/3/2021	From Home to Mohan Nagar Metro station by Auto	60
2	3/3/2021	Mohan Nagar to New Delhi Metro Station by Metro	40
3	3/3/2021	New Delhi Metro to Airport Metro Station by Metro	60
4	3/3/2021 & 6/3/2021	New Delhi to Mumbai on 3 rd and return Mumbai to New Delhi on 6 th March 2021 by Flight	10,694
5	3/3/2021 & 6/3/2021	Mumbai Airport to Sisters Home at Kharghar on 3 rd and Kharghar to Mumbai Airport on 6 th March 2021 by sisters Car	NIL
6	5/3/2021	Miscellaneous expenses	1200
7	6/3/2021	Airport Metro Station to New Delhi Metro by Metro	60
8	6/3/2021	New Delhi Metro Station to Mohan Nagar by Metro	40
9	6/3/2021	Mohan Nagar Metro station to Home by Auto	60
		TOTAL (Twelve thousand two hundred fourteen only)	12214

Kindly reimburse the above mentioned expenses.

My account details are as follows

A/c No- 88952180045467

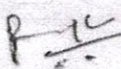
APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Canara Bank (formerly Syndicate Bank) Greater Noida

Thanks and Regards

Date.....Date.....

S. No.....Amount Rs.....


Dr Praveen Chandra Jha

Associate Professor


ASH Department

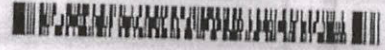
Doj - 22/9/2015

dal - ₹ 70,000/-

Due 5/3/20 - 3/12/2020.

As per OAS policy, he is eligible to claim upto ₹ 10,000/- against his expenses.


Pl. proceed for payment as per entitlement.



SpiceJet Ltd, 319, Udyog Vihar, Phase IV, Gurgaon - 122016 Haryana, India
E-Mail: custrelations@spicejet.com

Reservations (24/7)
+91 987 180 3333 +91 965 400 3333

PASSENGER INFORMATION

1. Mr. PRAVEEN CHANDRA JHA (ADULT, MALE)

TRAVEL INFORMATION

TRAVEL DATE	FLIGHT NO.	FROM/TERMINAL	TO/TERMINAL	DEP. TIME	ARR. TIME	AIRLINE
WED 03 MAR, 2021	SG 8169	DELHI/T3	MUMBAI/T2	7:50 PM	10:05 PM	SPICEJET
SAT 06 MAR, 2021	SG 790	MUMBAI/T2	DELHI/T3	3:20 PM	05:25 PM	SPICEJET

Confirmation Number (PNR): B453KI

Booking Date: MON 01 MAR, 2021

Status: Confirmed

PASSENGER DETAIL

S.NO	PASSENGER NAME	FLIGHT	FARE TYPE	ADDITIONAL SERVICES PURCHASED
1.	Mr. PRAVEEN CHANDRA JHA	SG8169 (DEL-BOM)	SpiceSaver	
		SG790 (BOM-DEL)	SpiceSaver	

ADDITIONAL SERVICES CODEGUIDE

- SpiceMax Meal Beverage Lounge Priority Check-in Pre-book Excess Check-in Baggage Seat Bag Out First
 Spice Assurance Celebration Cake Carry More Onboard MyFlexiPlan Fly for Sure Wheel Chair Spice Assist
 VIP Web Check-in Blind SpiceClub Birthday/Anniversary Ticket Reliance Travel Insurance Cab Service
 Unaccompanied Minor

Contact No: 919999971805

Email ID: pcjha1975@gmail.com

ADDRESS: Mr. PRAVEEN CHANDRA JHA, YATRA ONLINEPVT LTD., GURGAON, 122001, INDIA

PAYMENT INFORMATION

Fare + Airline fuel charge + CUTE Fee	9,352.00 INR	User Development Fee - Departure (UDF)	346.00 INR
Passenger Service Fee	314.00 INR	RCS FEE	200.00 INR
SGST	241.00 INR	CGST	241.00 INR
Payment Type - Agency	Amount Paid - 10,694.00 INR	Total Price - 10,694.00 INR	



Maximise your experience with SpiceMax.

- Significantly more leg room
- Complimentary meal
- Priority check-in
- Priority boarding
- Priority baggage delivery

SpiceMax can be booked during the booking process, or added later to your booking through "Manage My Booking" on www.spicejet.com. It can also be added during web-check in or at airport check-in.

Spice Rewards



50% off* on all hotels
(up to ₹ 800)

Code: HOTEL50

Handwritten signature

PAYMENTS MADE

Payment# **4169**

Payment Date **27/04/2021**

Reference Number **7vSinL74TXPDZ8Wmr6mFLp102846**

Paid To **Praveen Chandra Jha**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **111709905545**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Praveen Chandra Jha

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹10,000.00	₹10,000.00

To,

The Director,

I.T.S Engineering College,

Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Respected Sir,

I, Vinod Kumar had completed five years of service in our esteemed organization. According to the "Outstanding Association Scheme" I am eligible under the third Category.

My tour date was from 03-March-2021 to 06-March-2021.

I request you to kindly approve the said reimbursement as per the scheme. I have enclosed the tour expense bill for the same.

Day 1- 03-03-2021

- 1- Ghaziabad to Dehradun = 1124 by train
- 2- Dehradun to Mussoorie = 130 by bus
- 3- Lunch = 150
- 4- Room = 5068 (Breakfast & Dinner included)

Day-2 - 04-03-2021

- 1. Local taxi in mussoorie fare =2500
- 2. Lunch = 150

Day-3- 05-03-2021

- 5- Mussoorie to Dehradun = 130 by bus
- 6- Dehradun to Rishikesh = 140 by bus
- 7- Lunch & Dinner = 300

Day-4-06-03-2021

- 8- Rishikesh to Haridwar = 100 by Auto
- 9- Haridwar to Ghaziabad = 362 by train
- 10- Breakfast, Lunch = 300

Total= 10454

Thanks & Regards

Yours sincerely,

Vinod
Vinod Kumar

Lab Technician, ME-Department

Encl: Tour expense bill.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date.....Date.....

S. No.....Amount Rs.....

Doj - 20/4/2015
Sal - ₹26000/-
Due yrs - 31/12/2020

As per OAS Policy, he is eligible to claim ₹7500/- against his expenses.
HW

HW
Pl. Proceed for payment as per entitlement.
HW
20/4/21

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **4170**

Payment Date **27/04/2021**

Reference Number **6YQsgeAqn8yZJel6f7x9nA970875**

Paid To **Vinod Kumar (Lab Tech)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **111709907388**

Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
Vinod Kumar (Lab Tech)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹7,500.00	₹7,500.00

Bill claim under Outstanding Association Scheme

Date of traveling - 23/02/2021 - 25/02/2021

Place of traveling - Mussoorie

Train Ticket Charges	= Rs. 3,300/-
Hotel	= Rs. 4,500/-
Breakfast, Lunch and Dinner	= <u>Rs. 3,200/-</u>
Total	= Rs.11,000/-

(Anuj Kumar Ruhela)

Senior Executive Office

Day - 29/04/2015

Sal - ₹23000/-

Due date - 31/12/2020

As per OAS Policy, he is eligible to claim upto ₹7500/- against his expenses.

He is

Pl. check and proceed as per entitlement.

20/4/21

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date.....Date.....

S. No.....Amount Rs.....

PAYMENTS MADE

Payment# **4165**

Payment Date **27/04/2021**

Reference Number **6KmXwKKg9JMVR1S0qmj1go391318**

Paid To **Anuj Kumar Ruhela**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **024068341361**

Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
Anuj Kumar Ruhela

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.04.2021	21/04/2021	₹7,500.00	₹7,500.00

To,
The Director
I.T.S Engineering Colloge
46 KP. III Greater Noida 201308

Date: 30.07.2021

Sub: Submission of travelling expenses bill under Outstanding Association Scheme.

Respected Sir,

I, Ajab Singh (Main Gate Supervisor / Admin Department) have availed Special Leave under Outstanding Association Scheme from 20-07-2021, to 24-07-2021.

I am submitting the travelling expenses bill for your kind approval for reimbursement, Please.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date...7/8/21...Date.....

S. No.....Amount Rs...15000/-

Travelling Expenses & Other Expenditure
Mathura Vrindavan, Agra Up & Down
Dated. 20.07.2021 to 24.07.2021

SL. No.	Particular	Amount
1	Innova Crysta For 5 Days	9550 /-
2	Hotel, Food Exp... & Others	7100 /-
TOTAL		16650 /-

As per "OAS-2020". He will be reimburs expenses subject to a maximum of Rs. 15000/- (fifteen thousand only).

With Regards.

Ajab Singh
(Ajab Singh)

Main gate Supervisor
(Admin Department)

Forwarded to Secretary Sir for approval
Rashmi
6/8/21
As per rule entitle ment
Both
10/21

PAYMENTS MADE

Payment# **4485**

Payment Date **10/08/2021**

Reference Number **4U5mjKNP6atEYHWqiwpbw3195837**

Paid To **AJAB SINGH (MAIN GATE)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **024728596741**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
AJAB SINGH (MAIN GATE)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
30.07.2021	07/08/2021	₹15,000.00	₹15,000.00

APPROVED IN ZOHO
(FOR ON LINE PAYMENT) Date: 16th August 2021

To
The HR
I.T.S Engineering College
Gr.Noida(U.P.)

Sign.....Sing.....
Date.....Date.....
S. No.....Amount Rs.....


Subject: Request for Reimbursement of Rs.30,000/- (As Per HR Policy of LTC).

Respected Sir,

I want to inform you that I have availed 5 Days LTC leaves from 9th August, 2021 to 13th August, 2021. In regard of this, I request you to reimburse Rs. 30,000/- as per our college HR policy. Bill are attached herewith this application.

Thanking you.

With Regards.

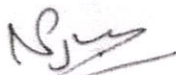

16th Aug 2021
Dr. Kuldeep Malik

Asst. Prof., CSE

Pl. reimburse as per entitlement and scheme.
B/hy
24/8/21

As per "OAS-2019", he will be reimbursed expenses subject to a maximum of INR 30,000/- (Rupees Thirty Thousand only).

Forwarded to Secretary sir for approval.


20/08/21

**NIRAMAYAM (YOG-Naturopathy-
Panchkarma Treatment & Research Center)**
Vedalife, Village - Pokhri, Rishikesh, Uttarakhand, India
Phone : 7302735202
Email : lifeatveda@gmail.com
Invoice : 81



Guest Information:

Guest Name: kuldeep malik
Guest Email: kuldeepmalik@its.edu.in
Guest Mobile: 9871282232
Source: Direct - By Phone
Arrival Time: 07-Aug-2021 02:05PM
Departure Time: 14-Aug-2021 11:54AM
Room Type: Rudra Super Deluxe Room
Meal Plan: AP

Booking Information:

Booking ID: FDR25651628165047
Booking Date: 05-Aug-2021
Check In: 07-Aug-2021
Check Out: 14-Aug-2021
Number Of Nights: 7
Number Of Rooms: 1
Number Of Adults: 2
Number Of Childs: 0
Room No: 206

No	Description	HSN Code	Date	Taxable Value	CGST	SGST	Total
1	Room Rent	9963	07-08-2021	38500	0	0	38500.00
2	POS Niramayam (Panchkarma Therapy)	9963	07-08-2021	3074	0	0	3074
3	POS Niramayam (Panchkarma Therapy)	9963	08-08-2021	200	0	0	200
4	POS Niramayam (Panchkarma Therapy)	9963	11-08-2021	200	0	0	200
5	POS Books	9963	14-08-2021	25	0	0	25

Taxable Amount	₹ 41999
CGST	₹ 0
SGST	₹ 0
Grand Total	₹ 41999
Total Received Amount	₹ 41999
Due Amount	₹ 0

Bill To: Guest Duty Manager: Anil Bisht

Powered By: Asiatech Inc
This is a auto generated copy doesn't require any signature

(Signature)
16th Aug 2021



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **4575**
Payment Date **26/08/2021**
Reference Number **IzwWHzCKsiHf6IL4KcvlH629145**
Paid To **KULDEEP MALIK (Faculty)**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **024843970111**
Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
KULDEEP MALIK (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
24.08.21 Outstanding Association Scheme	24/08/2021	₹30,000.00	₹30,000.00

To

Date: 05/08/2021

The HR

I.T.S Engineering College

Greater Noida

Sub: Request for reimbursement of Rs. 10,000 (as per HR policy of LTC)

Respected Sir

I want to inform you that I have availed LTC leaves from Aug 2 to Aug 4, 2021. In regard of this I request you to reimburse Rs. 10000 as per our college HR policy. Bill are attached herewith this application. Following is the expenditure details:

Expenditure	Rs.
Hotel Bill	5718
Food bill	2646
Convenience (own car)	3140
Total	11504

Yours Sincerely

Garima

Dr. Garima Chandel

Assistant, Prof.- ECE

*Ple. reimburse as per
scheme and entitlement.
24/8/21*

As per "OAS-2020", she will be reimbursed expenses subject to a maximum of INR 10,000/- (Rupees Ten Thousand only).

Forwarded to Secretary sir for approval.

N/S

WELCOMES YOU
OUTLET

JUBLY RET
NH-8, MANESAF
GURGAON(HR.)

Tel. No.: 01 338721

Receipt N H0808
FCC ID: 0 000000853885
FIP No. 1
Nozzle No 07
Product Petrol

Preset Ty Preset Not
Entered
Rate 099.27
Volume 00016.53
Amount 01640.93

Vehicle N Not Entered
Mobile No Not Entered

Date : 04/08 Time: 12:04

CST NO :
LST NO :
VAT NO : 08 11272
ATTENDANT IC Not Available
FCC DATE : Available
FCC TIME : Available

Thank You! Please Visit Again..



ANAND.S/SIN
MAHIPAL PUR NH.8
ND.37
PH.41067703
TIN.07050076541
Bill No:36070-ORGNL
Trns.ID:
Atnd.ID:
Vehi.No:NotEntered
Date :02/08/2021
Time :10:30:24
FP.ID :2
NOZL No:2
Fuel :
Density:0kg/m3
Preset :Rs.1500
Rate :Rs.101.90
Sale :Rs.1500.00
Volume :14.72L

Geomys

TAX INVOICE



Advanced Receipt Voucher No. :

Transaction Category :

Transaction Detail :

B2C

RG

Invoice No.

Date

M06HL22I01031434

02/08/2021

Place Of Supply

Transactional Type

Haryana

REG

Booking ID :

Document Type

NH7405177644192

Invoice

CUSTOMER INFORMATION

Treehouse Todays Sunrise Resort

City
NEEMRANA

Travel Date
02/08/2021 - 04/08/2021

Customer Name
Garima Chandel

Customer GSTIN

PAYMENT BREAKUP

*Accommodation charges (including applicable hotel taxes) collected on behalf of hotel INR 5651.46

MakeMyTrip Service Fees INR 294.11

Reversal of Makemytrip service fee INR -246.06

Effective discount INR 0.0

IGST @ 18% INR 0.0

CGST @ 9% INR 4.32

SGST @ 9% INR 4.32

Other Discount INR -0.0

Total Booking Amount INR 5708.16

Donation Amount INR 10.0

Grand Total INR 5718.16

This is a computer generated invoice and does not require Signature/Stamp.

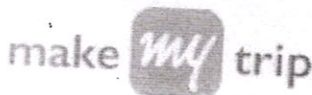
The amount received as donation will be used for the specified charitable causes. MakeMyTrip will donate the collected amount to MakeMyTrip Foundation (a public trust registered with charitable objects) or similar charitable organizations to help create a social impact.

AADCM5146R

GST NUMBER
06AADCM5146R1ZZ

Service Description
Reservation of hotel Booking

U63040HR2000PTC090346



MakeMyTrip (India) Private Limited
19th Floor, Epitome Building No. 5,
DLF Cyber City, DLF Phase III
Gurugram, Haryana
122002

REGISTERED OFFICE

19th Floor, Epitome Building No. 5,
DLF Cyber City,
DLF Phase III
Gurugram-122002, Haryana

Garima



TREEHOUSE
HODDYSAN NRI RESORT
NIMRAYA

(A Unit Of GLP Habitation Pvt Ltd)

GSTIN: 08AACCG1342C127
PANNO.: AACG1342C

TAXINV. PI 3899
DATE 04/08/21

Guest Name: Garima Chandel

Date	PARTICULARS	RATE	Qty	Amount	GST	CGST	SGST	T.Amount
02/08/21	Paneer Lababdar	260	2	520	5%	13	13	546
02/08/21	Naan	80	6	480	5%	12	12	504
02/08/21	Mixed Veg	220	1	220	5%	5.5	5.5	231
03/08/21	Veg Thali	420	2	840	5%	21	21	882
03/08/21	Dal tadka	200	1	200	5%	5	5	210
03/08/21	Jeera Rice	180	1	180	5%	4.5	4.5	189
03/08/21	Curd	80	1	80	5%	2	2	84
Total Amount				2520		63	63	2646
Net Amount								2646

- 1) In case of any enquires please intimate with in 7 days.
- 2) All disputes are subject to Alwar Jurisdiction only.

Guest

Garima

Harveer
Cashier

PAYMENTS MADE

Payment# **4578**

Payment Date **26/08/2021**

Reference Number **3ydPVn2ZdethWCVxz5c2k0654574**

Paid To **GARIMA CHANDEL(Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **123816912625**

Amount Paid In Words **Rupees Ten Thousand Only.**

Amount Paid
₹10,000.00

Paid To
GARIMA CHANDEL(Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
23.08.21 Outstanding Association Scheme	24/08/2021	₹10,000.00	₹10,000.00

Date: 2nd December 2021

To,
The Director,
I.T. S Engineering College,
Greater Noida

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sing.....

Date 04/12/21

S. No.....Amount Rs 30000/-

Subject: Bill claim under Outstanding Association Scheme.

Sir,

I, Mukesh Kumar, Assistant Professor, CSE Department has joined I.T.S Engineering College on 16th December 2010.

I want to claim allowances under Outstanding Association of 10 years with the organization.

I have attached the expenditure details.

Thanking You,

Mukesh

Mukesh Kumar,
Assistant Professor
Department of Computer Science & Engineering
9999215241

*Pls. proceed for
payment as per
policy and entitlement.*

*To be reimbursed
as per institute policy*
4/12/21

Encl: Bill copy attached.

2/12/21

*DOJ - 16/10/2010
10 years award on 31/12/2020
entitled for Rs. 30,000/-
- leave*



DELHI CAR RENTAL SERVICE

(Complete Travel Solutions Round the Clock)

GSTIN 07BGRPK2767C127		1st Floor , Plot no-206 ,Sector 16 A Dwarka Near Dwarka Metro Station New Delhi 110078		Ph: 9717536574, 9532915188	
Guest Pax Tour	Mr. Mukesh Kumar 02 Adults + 01 Child + 01 Infant Haridwar - Rishikesh & Mussoorie Tour			BILL NO Date:	2021-22/0127 26-11-2021
Date	Incl.	Particular		Tariff	Amount
27/11/2021 To 30/11/2021	3 Nights Stay including breakfast S/S by Car Pick-up Drop All taxes	Hotel Category -3* & Swift Dzire (1200 kms limit)			30,600.00
Tour Cost					30,600.00
GST 5%					1,530.00
TOTAL					32,130.00
Remarks	Paid full payment against Haridwar - Rishikesh & Mussoorie Tour				
					For Delhi Car Rental (Authorised Signatory)

4/11/2021

PAYMENTS MADE

Payment# **5140**

Payment Date **09/12/2021**

Reference Number **AgrgvPWWmRz0GQtVUKSxP804384**

Paid To **MUKESH KUMAR (Faculty)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **134310088253**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
MUKESH KUMAR (Faculty)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
02.12.2021 Outstanding Association Scheme	04/12/2021	₹30,000.00	₹30,000.00

To

The Director

ITS Engineering College, Greater Noida

Subject: Regarding LTC bills.

Dear Sir,

Myself KP Singh working as an Assistant Professor in the department of computer Science & Engineering since 20th Dec 2010. This year I have completed 10 years of service at ITS, so availed LTC from Dec 1, 2021. So, please clear the following LTC bills:

Sr. No.	Particular	Amount
1	Tour & travels	18900/-
2	Hotels etc	12862/-
	Total	31762/-

So, you are requested to approve Rs. 30000/- (Thirty thousand only) as per ITSEC norms.

Thanking You

KP Singh
09-12-2021

Kshatrapal Singh

Assistant Professor

Computer Science & Engg Deptt.

OK
Reimburse as per policy and entitlement.

HR
14/12/21

[Signature]
9/12/21

Sir he is eligible for 5 days leave + Rs 30,000/- as he is awarded outstanding association award on Dec. 20

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date.....Date 15/12/21

S. No. 453 Amount Rs. 30000/-

PAYMENTS MADE

Amount Paid
₹30,000.00

Payment# **5163**
Payment Date **18/12/2021**
Reference Number **2lTAqvWWDVMDqUeyc0IR6y698868**
Paid To **Kshatrapal Singh**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **025760973261**
Amount Paid In Words **Rupees Thirty Thousand Only**

Paid To
Kshatrapal Singh

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
LTC/01.12.21	15/12/2021	₹30,000.00	₹30,000.00

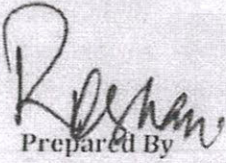
Outstanding Association Award (2020)

I.T.S Engineering College
46, Knowledge Park - III, Greater Noida
Outstanding Association Scheme 2019

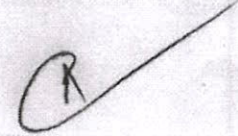
List of employees drawing salary less than 15000 (incentive approved by the management as special case)

S. No.	Name	Designation	DOJ	Present Salary	Amount to be paid#	Cert.
1	Mr. Amar Bahadur	DCA	01/04/2017	8,822	2,941	No
2	Mr. Kishan Pal	Staff Nurse	01/04/2017	8,520	2,840	No
3	Mr. Lavkush	Staff Nurse	01/04/2017	8,822	2,941	No
G. Total					8,721	

To be paid through cheque


Prepared By

31/12/18.


Checked By

Authorized By

PAYMENTS MADE

Payment# **2465**

Payment Date **02/01/2020**

Reference Number **849878**

Paid To **Amar Bahadur (Peon)**

Payment Mode **Cheque**

Paid Through **(85563060000038) Canara Bank**

Amount Paid In Words **Rupees Two Thousand Nine Hundred Forty-One Only**

Amount Paid
₹2,941.00

Paid To
Amar Bahadur (Peon)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
02.01.2020	02/01/2020	₹2,941.00	₹2,941.00

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **2468**

Payment Date **02/01/2020**

Reference Number **849880**

Paid To **Lavkush Kumar**

Payment Mode **Cheque**

Paid Through **(85563060000038) Canara Bank**

Amount Paid In Words **Rupees Two Thousand Nine Hundred Forty-One Only**

Amount Paid
₹2,941.00

Paid To
Lavkush Kumar

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
02.01.2020	02/01/2020	₹2,941.00	₹2,941.00

PAYMENTS MADE

Amount Paid
₹2,840.00

Payment# **2519**

Payment Date **11/01/2020**

Reference Number **849890**

Paid To **Krishan Pal (Peon)**

Payment Mode **Cheque**

Paid Through **(85563060000038) Canara Bank**

Amount Paid In Words **Rupees Two Thousand Eight Hundred Forty Only**

Paid To
Krishan Pal (Peon)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
02.01.2020	02/01/2020	₹2,840.00	₹2,840.00

26.12.2020

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Respected Sir,

I, Dilip Kumar Pandey had completed five years of service in our esteemed organization. According to the "Outstanding Association Scheme" announced on 1st Jan 2020, I am eligible under the third category, (03 days leave and Rs.7,500/- in cash as reimbursement of expenses to go out with family). My tour date was from 07th Dec to 09th Dec, 2020.

I request you to kindly approve the said reimbursement as per the scheme. I have enclosed the tour expense bill for the same.

Thanks & Regards

Yours sincerely,

D. K. Pandey

(Dilip Kumar Pandey)
Lab Technician
ECE Department

Encl: Tour expense bill.

*As Per the 'OAS' scheme, he is eligible to get reimbursement amt of max "7,500/-" again his expenses. -
→ forwarded to Secretary Sir for approval.*

Handwritten signature and date: 29/12/2020

*He reimburse al
per rulee and
entitlement.*

Handwritten signature and date: 5/1/21

PAYMENTS MADE

Payment# **3673**
Payment Date **07/01/2021**
Reference Number **7pxUzLuEeeO0MgnVLkHHI7688087**
Paid To **DILIP KUMAR PANDEY**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **023372071961**
Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
DILIP KUMAR PANDEY

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
26.12.2020	05/01/2021	₹7,500.00	₹7,500.00

Date : 20/01/2020

Bill claim under Outstanding Association Scheme

Date of traveling - 13/01/2020 - 18/01/2020

Place of traveling - Tirupati

Train Ticket	= Rs. 18,350/-
Hotel	= Rs. 7,900/-
Breakfast, Lunch and Dinner	= Rs. 4,240/-
Miscellaneous	= Rs. 1,924/-
Total	= Rs.32, 414/-

Kunal
20/01/2020
(Kunal Kumar Singh)

Assistant Professor- ME

HR
to focus on 14
21/1/2020

As per "OAS-2019" he is eligible for the reimbursement of expenses subject to a maximum of Rs. 10,000/- only.

Forwarded to Secretary Sai

Rajsham
21/01/2020

HR
Pl. proceed as per
rule and entitlement.
22/1/2020

PAYMENTS MADE

Payment# **2569**

Payment Date **25/01/2020**

Reference Number **3wR0nufMDkn7ZmRodhBAWy171046**

Paid To **Kunal Kumar Singh**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Kunal Kumar Singh

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
20.01.2020	24/01/2020	₹10,000.00	₹10,000.00

21/01/2020

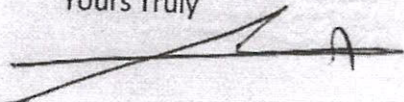
To,
The Executive Director
ITS Engineering College, Gr. Noida

Subject: Regarding Reimbursement of "Outstanding Association Award".

Dear Sir,

I Manvendra Yadav, Assistant Professor in the department of Mechanical Engineering have completed five years of service at ITS Engineering College and have received "Outstanding Association Award". So as per college policy, kindly reimburse the amount.

Thanking You
Yours Truly



Manvendra Yadav
Assistant Professor
MED

Enclosure: Expense Bill of Travel is attached for kind reference.

As per "OAS-2016" he is eligible for the reimbursement of expenses subject to a maximum of Rs. 10,000/- (Ten thousand only).

Forwarded to HR for the reimbursement as per college policy

S. J. S.
22/01/2020

Forwarded to Secretary Sir

Rishabh
22/01/2020

Pl. process as per rules and entitlement.
A. S.
23/1/2020

PAYMENTS MADE

Payment# **2574**
Payment Date **28/01/2020**
Reference Number **6FU1hIW6vpSddDwiucZYFU935111**
Paid To **Manvendra Yadav**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Manvendra Yadav

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.01.2020	25/01/2020	₹10,000.00	₹10,000.00

To
The Director
ITS Engineering College Gr. Noida

Date: 18/01/2020

Subject: Reimbursement as per "Outstanding Association Scheme".

Dear Sir,

I, Jaisingh (Emp.Code- 30028) had completed ten years of service in your esteemed organization on 20 August 2018.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the Five days leave and Rs.15000/-in cash as reimbursement of expenses to go out with family.

I had availed the leave from 13th to 17th January 2020 after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the car bill and details are following.


Place of traveling – Agra, Fatehpur Sikri, Mathura, Vrindavan, Delhi Lal Kila, Chidiya Ghar, Kalkaji Mandir, Lotus Temple,.

I travelled With Family (05 Member) by CAR

Total Traveling Distance To & Fro	527 Km	
Traveling Charge (CAR) = 15*527		= Rs. 7,905/-
Hotel Charge		= Rs. 7,800/-
Food Charge (05 Member 05 Days)		= Rs.6,800/-
Total		= Rs.22,505/-

Thanks & Regards,

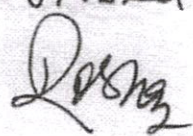
Yours sincerely

Jaisingh 

(Senior Executive Lab Technologist -EEE)

As per "OAS-2018". He is eligible for the reimbursement of expenses subject to a maximum of Rs.15000/- (Fifteen thousand only).

Forwarded to Secretary Sir.



22/01/2020

No. proceed as per and entitlement.

PAYMENTS MADE

Amount Paid
₹15,000.00

Payment# **2573**
Payment Date **28/01/2020**
Reference Number **5jvYbBsvwChwwd9qKJiIT4348150**
Paid To **JAI SINGH**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Fifteen Thousand Only**

Paid To
JAI SINGH

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
18.01.2020	25/01/2020	₹15,000.00	₹15,000.00

To,
The Director
I.T.S Engineering College
46 KP. III Greater Noida 201308

Date: 21.02.2020

Sub: Submission of travelling expenses bill under Outstanding Association Scheme.

Respected Sir,

I, Chandra Shekhar (Electrician / Admin Dept have availed Special Leave under Outstanding Association Scheme from 14-02-2020 to 18-02-2020.

I am submitting the travelling expenses bill for your kind approval for reimbursement, Please.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Travelling Expenses & Other Expenditure
Bageshwar, Uttrahand Up & Down
Dated. 14.02.2020 to 19.02.2020

Sign.....Sing.....

Date. 27/2/20 Date.....

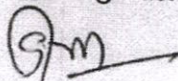
S. No.....Amount Rs. 15000/-

SL. No.	Particular	Amount
1	Indica Vista For 5 Days	12670 /-
2	Hotel , Food Exp... & Others	3900 /-
	TOTAL	16570 /-

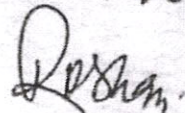
As per "OAS-2019". He will be reimburse
expenses subject to a maximum of
Rs. 15000/- (Fifteen thousand only)

Forwarded to Secretary Sir

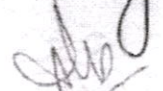
With Regards.


(Chandra Shekhar)
Electrician

(Admin Department)



25/2/2020


27/2/20



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# 2738
Payment Date 29/02/2020
Reference Number NJ9Ng4b5PiYINotYTAmuL102778
Paid To CHANDRA SHEKHAR (Electrician)
Payment Mode ICICI Bank
Paid Through ICICI Bank Limited
Amount Paid In Words Rupees Fifteen Thousand Only

Amount Paid
₹15,000.00

Paid To
CHANDRA SHEKHAR (Electrician)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
27.12.2020	27/02/2020	₹15,000.00	₹15,000.00

LTC Bill Reimbursement claim

R/Sir

Myself Rajesh Raman Mahto has availed my LTC according to institute policy. I went to visit Purnia & Joghani (Near Nepal) with family from 6-10 March, 2020. My journey bills are attached here with this letter. I request you to please reimbursement of the bill as earlier as possible.

Thanking you!

Rajesh

(Rajesh Raman Mahto)

Lab Technician

M.E. Dept II

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign: *[Signature]*

Date: 22/06/20

S. No: 44 Amount Rs. 15000/-

OTP

[Signature]

As per "OAS-2019". He will be reimbursed expenses subject to a maximum of Rs. 15000/- (Fifteen thousand only)

Forwarded to Secretary Sir for approval.

[Signature]
19/06/2020

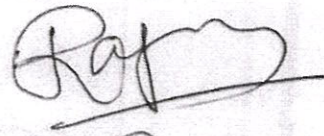
[Signature]
21/6/20

Bill detail

Date	Description	Amount
06-03-2020 to 07-03-2020	Travel from Anand vihar (Delhi) to Bhagalpur (Bihar) by train	Rs. 5857.00
08-03-2020	Bhagalpur to Purnia & Jubbani by Car (Return)	Rs. 7349.00
07-03-2020	Hotel bill at Bhagalpur	Rs. 500.00
	Food & miscellaneous Expenses	Rs. 3000.00
	Grand Total	Rs. 16,706/-

Thanking you with best regards!

Yours



(Rajesh Kumar Mahto
Lab Technician

PAYMENTS MADE

Payment# **3041**
Payment Date **02/07/2020**
Reference Number **8Qbv5pU0UldG1xEJu0NALe862461**
Paid To **Rajesh Raman Mahto**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **022423680101**
Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Rajesh Raman Mahto

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
Outstanidng Association	02/07/2020	₹15,000.00	₹15,000.00

To

Date : 26/10/2020

HR

ITS Engineering College

Greater Noida

Sub: To avail special leave provided by management.

Dear Sir,

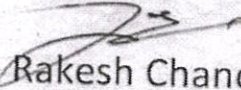
I want to avail special leave provided by management having completed five years in the institute. I visited Jaipur from 21 October, 2020 to 23 October, 2020. My detailed bill is here attached with this application.

I request you to please reimbursement according to rules and policy.

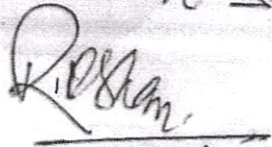
Thanking You !

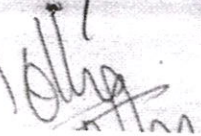
Your's Faithfully

As per "OAS-2019". He is entitled for the reimbursement of expenses subject to a maximum of Rs. 10,000/- (Ten thousand only).


Rakesh Chand Jaiswal
Manager CRC

Forwarded to Secretary SW for approval.


R. Sharma


R. Sharma

TAX INVOICE



Mahadeva Travels

A-568, New Ashok Nagar, Delhi-110096
 GSTIN No 07AFCPL2797J2Z2

Bill to	Place of Supply	INVOICE No	Dated
Name of Client : Rakesh Chand Jaiswal Address of Client : Alpha-1 Greater Noida GSTIN No:-		MT12201757	21-Oct-2020
Description of Services		SAC CODE	Amount
Jaipur Tour			14000
Less Discount			500
Total			13500.00
Amount Chargeable (in words) Rupees Thirteen Thousand Five Hundred only Company's PAN: AFCPL2797J Note-Please make cheques in favor of "MAHADEVA TRAVELS"		For Mahadeva Travels Authorised Signatory	

PAYMENTS MADE

Payment# **3453**
Payment Date **10/11/2020**
Reference Number **uff10tYtBHGG5Wr9SuRTt287701**
Paid To **Rakesh Jaiswal**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
UTR Number **023050382191**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Rakesh Jaiswal

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
26.10.2020	05/11/2020	₹10,000.00	₹10,000.00

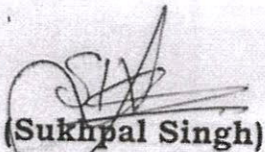
Date :20/11/2020

Bill claim under Outstanding Association Scheme

Date of traveling – 13/11/2020 – 16/11/2020

Place of traveling – Mata Vaishno Devi, Katra (J&K)

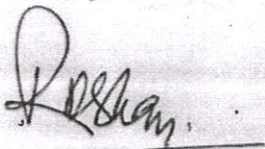
Taxi Charges	= Rs. 19,800/-
Hotel	= Rs. 10,672/-
Breakfast, Lunch and Dinner	= Rs. 4,790/-
Total	= Rs.35, 262/-



(Sukhpal Singh)

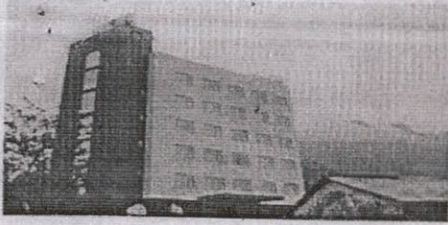
Administration

As per "OAS-2018". He will be reimbursed expenses subject to a maximum of Rs. 30,000/- (Rupees thirty thousand only).

Forwarded to Secretary Sec for approval.


20/11/20


Pl. reimburse as per rule. nlm




Lemon Tree Hotel Katra

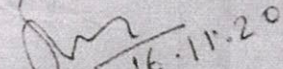
Railway station road , katra

Guest Name	Mr. Sukhpal Singh	Room No.	Reg No.	Room Type	Nationality	
Address	Dadri, U.P	207 & 208	00	Executive Room	INDIAN	
		Room Rate per day	Arrival		Departure	Invoice No.
		2668	14/11/2020		16/11/2020	0084601
Billing						
Description	Total Days	Charges		Credit	Balance	
207 & 208 Room Charge	02	10672.00			10672.00	
Telephone		00.00			00.00	
				TOTAL	10672.00	
				ROUND	00.00	
				NET	10672.00	

Valid with computer print only.


Signature of Guest

FOR
Hotel Lemon


Authorized Signatory
16.11.20

FAIR DEAL TOUR & TRAVELS

Add.: Sector P - 3, Greater Noida, Gautam Budh Nagar, (U.P.)

Mobile : 9899784363, 8750412512

Ref.:

Date 17 NOV 2020

Bill
UP16TC/1887 INNOVA

13.11.20 - 1900 hrs GREAT NOIDA ETA 2
to I-1
to Vasno Devi (Katra)

14.11.20 - STAY

to
15.11.20 - Return -

16.11.20. Total KM Done - $1550 \times 12 =$

$= 18600$

Height Charge - $= 1200$

$\{ \text{Total} = 19800 \}$

PAYMENTS MADE

Payment#	3516
Payment Date	24/11/2020
Reference Number	7fcXReWzucvOoHl6sLnGid615543
Paid To	SUKHPAL SINGH
Payment Mode	ICICI Bank
Paid Through	ICICI Bank Limited
UTR Number	023124814441
Amount Paid In Words	Rupees Thirty Thousand Only

Amount Paid
₹30,000.00

Paid To
SUKHPAL SINGH

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
21.11.2020	21/11/2020	₹30,000.00	₹30,000.00

Date: 03.12.20

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

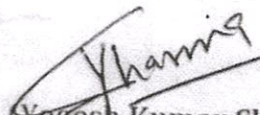
I, Yogesh Kumar Sharma (Employee Code 30040) had completed ten years of service in your esteemed organization on 10th August 2019.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the second category. (05 days leave and Rs. 30,000/- in cash as reimbursement of expenses to go out with family).

I had availed the leave from (30 November-02 December 2020) after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards


Yours sincerely,

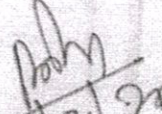

(Yogesh Kumar Sharma)
Department of CSE

Enclosure: Original Bill is attached.

As per "OAS-2019". He will be reimbursed expenses subject to a maximum of Rs. 30,000/- (Thirty thousand only).

Forwarded to Secretary Sir

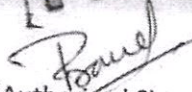

03/12/20

As per eligibility and entitlement.

03/12/20



DELHI CAR RENTAL SERVICE

(Complete Travel Solutions Round the Clock)

GSTIN 07BGRPK2767C1Z7		1st Floor , Plot no-206 ,Sector 16 A Dwarka Near Dwarka Metro Station New Delhi 110078		Ph: 9717536574, 9532915188	
Guest Pax Tour	Mr. Yogesh Kumar Sharma 02 Adults + 02 Child Manali			BILL NO Date:	2020-21/0075 28-11-2020
Date	Incl.	Particular		Tariff	Amount
28/11/2020 To 1/12/2020	Stay Breakfast Dinner Desire S/S Pick-up Drop All taxes	Hotel Category - 4* Car Kms Limit - 1600			30,000.00
Net Paybale Amount					30,000.00
GST 5%					1,500.00
TOTAL					31,500.00
Remarks		Paid full payment against Manali Tour			
PAID For Delhi Car Rental  (Authorised Signatory)					

PAYMENTS MADE

Payment# **3571**

Payment Date **10/12/2020**

Reference Number **4d35o3tBJPPdvm3AH6AB4w416075**

Paid To **Yogesh Kumar Sharma**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **023220743181**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Yogesh Kumar Sharma

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
03.12.2020	08/12/2020	₹30,000.00	₹30,000.00

LTC Bill Summary

(07.12.2020 to 11.12.2020)

S No	Particulars	Amount
1	Transportation Expenses	13010.00
2	Toll Expenses	750.00
3	Hotel Expenses	14510.00
4	Lunch, Tea and others expenses	1840.00
	Total	30110.00

Date: 12.12.2020

Manish Kushwah
Manish Kushwah
Librarian

- Encl: 1. Transportation Bill
2. Hotel Bill-A
3. Hotel Bill-B
4. Toll Bill
5. Lunch Bill

As per "OAS-2019". He will be reimbursed expenses subject to a maximum of Rs. 30,000 (Rupees thirty thousand only)

Forwarded to Secretary Sir for approval.
Roshan
12/12/20
AKS
reimburse all for approval
on title merit
eligibility

PAYMENTS MADE

Amount Paid
₹30,000.00

Payment# **3624**

Payment Date **22/12/2020**

Reference Number **4uGTQGwxseuYukCghE6FrP736084**

Paid To **Manish Kushwaha**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **023283996961**

Amount Paid In Words **Rupees Thirty Thousand Only**

Paid To
Manish Kushwaha

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17122020010	17/12/2020	₹30,000.00	₹30,000.00

Outstanding Association Award (2019)

31.12.2018

To
The Director,
I.T.S Engineering College,
Greater Noida

Bank Payment Date... 11-01-2019
Bank Payment Amount... 10,000/-
Cheque No. 849454
Bank Payment Entered By... [Signature]
Bank Payment Checked By.....
Bank Payment Authorised By.....

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

I, Abhishek Singh Verma (Emp. Code: 30069) had completed five years of service in your esteemed organization on 28th August 2017.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the third category. (03 days leave and Rs.10,000/- in cash as reimbursement of expenses to go out with family).

I had availed the leave from 27th to 29th December 2018 after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards.

Yours sincerely,

As per "OAS-2017" he is entitled for the reimbursement of expenses subject to a maximum of Rs. 10,000/-

*Rishi,
2/01/19,*

[Signature]

Abhishek Singh Verma
Assistant Professor
Department of CSE

*Forwarded
Vijay
31-12-18*

*Forwarded to Secretary Sir
for approval please.*

[Signature]

*A/c
to pay Rs 10,000/-
as per policy.
[Signature]*

MAHI TOUR & TRAVELS

Deals in : A/C Non A/C Cars Available, All Type Vehicle on Rent

Omecrown III B 50, Greater Noida Near Aiccher Village, (G. B. Nagar) U.P.

Mob : 9871494609, 9711584643, 9999228894

E-mail: avinashbansal4611@gmail.com

Invoice No. **07**

Date : **30/12/18**

M/s **Mr. Abhishek Singh Verma, Chi-5, gr. noida**

S. No	PARTICULARS	K.M.	Rate	Rs.	Amount	Ps.
	from Taxi stand gr. noida to Jaipur (round trip)	994 km	8.00	7952/-		00
	Parking & toll taxes			680/-		00
	<i>Recd 31.12.18</i>					
	<i>31/12/18</i>					

Amount (in words) **Eight thousand Six hundred thirty two only/-** For **MAHI TOUR & TRAVELS**

TOTAL **8632 /- 00**

E.&O.E

Mahipal
Authorized Signautre

Reception: 0141-3329800

HOTEL GOLDEN TULIP ESSENTIAL

(Opposite F Bar, Near G.P.O, MI Road, Jaipur, Rajasthan-302001)

S.No.: 1804

No. of Person: 3

Room No.: 205

Name: Mr. Abhishek Singh Verma

Date: 29/12/2018

Register No.: 12

Particulars	Rs.	P.
Charges of Loading @ 2000/- per day Arrival Date 27/12/2018 Time 11:37 AM Departure Date 29/12/2018 Time 03:45 PM Other Charges: Fooding (Breakfast & Dinner)	6000/- 1286/-	---- ----
<i>Abhishek</i> Customer Signature Date: <u>29/12/2018</u> Time: 3:45 PM	7286/-	----
<i>Abhishek</i> <u>31.12.18</u> GST (18%)	1080/-	----
Total	8366/-	----
Advance	4000/-	----
Balance	4366/-	----

- Note:** 1. The bill must be paid on presentation.
2. Cheque is not accepted.
3. Checkout time 24 Hours.
4. Disputes Subject to Rajasthan Jurisdiction only.

For HOTEL GOLDEN TULIP

Vikas
Signature

Expense Details

Expense Amount

₹10,000.00 on 11/01/2019

NON-BILLABLE

Reimbursement Travelling Exps. Abhishek Singh Verma


Paid Through

(85563060000038) Canara Bank

Ref #

849454

Being Ch. 849454 Issue To Mr. Abhishek Singh verma Asst, Professor (CSE Dept) Towards.
Reimbursement Exp Outstanding Special Travel Leave As per Details Attached

 Upload y



Abhish

1 of 1 Files

To
The Director
ITS Engineering College Gr. Noida

Date: 18/01/2019

Subject: Reimbursement as per "Outstanding Association Scheme".

Dear Sir,

I, Sudesh Kumar (Emp.Code- 30007) had completed ten years of service in your esteemed organization on 1st August 2017.

According to the "Outstanding Association Scheme" announced on 1st Jan 2018 I am eligible under the Five days leave and Rs.15000/-in cash as reimbursement of expenses to go out with family.

I had availed the leave from 8th to 13th January 2019 after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills and details are following.

Place of traveling - Kullu, Manali, Solang valley, Manikaran, Shimla, Golden Temple (Amritsar) and Wagah Attari Border.

I travelled by CAR

Toll Tax	= Rs. 1460 /- (Bill Enclosed)
Petrol	= Rs. 9200 /- (Bill Enclosed)
Hotel	= Rs. 5250 /- (Bill Enclosed)
Food	= Rs. 2391 /- (Bill Enclosed)
CAR Parking	= Rs. 500 /- (Bill Enclosed)
Lift	= Rs. 90 /- (Bill Enclosed)
Total	= Rs. 18891 /-

(Rupees Eighteen Thousand Eight Hundred Ninety One Only)

Thanks & Regards,

Yours sincerely

Sudesh

Sudesh Kumar

(Senior Technical Assistant-EEE)

Bank Payment Date... 28/1/18
Bank Payment Amount... 15000/-
Cheque No. 849458
Bank Payment Entered By... *Al*
Bank Payment Checked By.....
Bank Payment Authorised By.....

As per "OAS-2017".
He will be reimburse
expenses subject to a
forwarded maximum of Rs. 15000
(fifteen thousand only).
Forwarded to Secy Secy
21/1/19
(HOD-EEE)
R...
21/1/19
on cheque

Expense Details

Expense Amount

₹15,000.00 on 28/01/2019

NON-BILLABLE

Reimbursement Travelling Exps- Sudesh Kumar

Paid Through

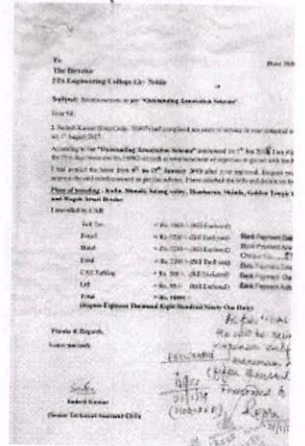
(85563060000038) Canara Bank

Ref #

849458

Being Ch. 849458 Issued To MR. Sudesh Kumar (EEE Dept) Towards. Outstanding Association Scheme As Per Approved Note Attached

Upload your Files



1 of 1 Files

To,

The Executive Director,
I.T.S. Engg. College,
Gz. Noida

Subject; Reimbursement of "Outstanding
Association" Award.

Dear Sir,

I, Harsh Gupta, A.P., Mech. Engg
Deptt. has got "Outstanding Associ
award on 31/12/16 after completing
five years of my services at I.T.S.
So please reimburse the amount
as per college policy.

Thank you.

Dated: 29/01/19

Yours Sincerely

H. Gupta

(Harsh Gupta)

Encl: Expenses Bill

As per "OAS-2016" he will be
reimbursed expenses subject
to a maximum of Rs. 10,000/-.

Forwarded to Secretary Sir
for approval

D. K. S.

Forwarded to HR.

S-1
29/01/2019

PAYMENTS MADE

Payment# **950**
Payment Date **26/02/2019**
Reference Number **219915234**
Paid To **HARSH GUPTA**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
HARSH GUPTA

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
004 Dt. 15.01.2019	08/02/2019	₹10,000.00	₹10,000.00

Date: 18/7/2019

To,
The Director,
I.T.S Engineering College,
46, Knowledge Park-III,
Greater Noida.

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

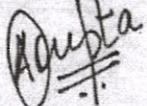
I, Dr. ASHISH GUPTA, Professor in Electronics and Communication Engineering Department (Employee Code: 30026) has successfully completed TEN years of service in your esteemed organization on 16th July, 2018.

According to the "Outstanding Association Scheme" announced on 1st Jan 2019, I am eligible under the third category (05 days leave and Rs. 30, 000/- in cash as reimbursement of expenses to go out with my family members).

I had availed the leave during summer vacations (from 19.06.2019 to 26.07.2019). Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards

Yours sincerely,



Dr. ASHISH GUPTA

(Electronics and Communication Engineering Department)

As per "OAS-2018". He will be
reimbursed expenses subject to
a maximum of Rs. 30,000/-
Forwarded to Secretary's

Approved, as
per norms.
18/7/19

18/7/19

PAYMENTS MADE

Payment# 1637
Payment Date 25/07/2019
Reference Number 6kjZVPJLYMMRb8zuko5vwK667526
Paid To Ashish Gupta
Payment Mode ICICI Bank
Paid Through ICICI Bank Limited
Amount Paid In Words Rupees Thirty Thousand Only

Amount Paid
₹30,000.00

Paid To
Ashish Gupta

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
19.07.2019	19/07/2019	₹30,000.00	₹30,000.00

To,
The Executive Director
ITS Engineering College

29th May, 2019

Sub → Regarding 5 years outstanding Association Award.

Dear Sir,

This is to bring into your kind consideration that I Arun Kumar Rai, Assistant Professor in Computer Science & IT department has completed 5 years with ITS and was rewarded with 5 years outstanding association award in January 2019 and as per college policy I along with my family has visited Allahabad and the details of my expenditure is attached with this application. My total expenditure during the trip was 11133/-. So as per college policy, please do the needful.

Thanking You

Yours Truly

Arun Kumar Rai

A.P. (CSE)

Arun Kumar Rai

As per "OAS-2018". He will be reimbursed expenses subject to a maximum of Rs. 10,000/- only.

Raman
12/6/19

APPROVED IN ZORO
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date.....Date.....

Amount Rs. 10,000/-

Forwarded to Secretary
for approval.

dm
13/6/19

PAYMENTS MADE

Payment# **1456**
Payment Date **18/06/2019**
Reference Number **7WVT2y54iKl9qTs8ZP8IGw932689**
Paid To **Arun Kumar Rai**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Arun Kumar Rai

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17.06.2019	17/06/2019	₹10,000.00	₹10,000.00

Date : 19/06/2019

Bill claim under Outstanding Association Scheme

Date of traveling - 11/06/2019 - 14/06/2019

Place of traveling - Mussoorie, Dehradun & Haridwar

Taxi Bill (298 Km x 2 = 596 Km)	= Rs. 7,748/-
Hotel	= Rs. 4,400/-
Breakfast, Lunch and Dinner	= Rs. 3,000/-
Total	= Rs. 15,148/-

Anish
(Anish Kumar Yadav)

Junior Associate Academic Operations

APPROVED BY
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date 20/6/19 Date.....

S. No.....Amount Rs. 15000/-

As per "OAC-2018". He is eligible for the reimbursement of expenses subject to a maximum of Rs. 15000/- only.

Forwarded to Secretary SA

For approval please

*Re. check and
issue for payment. Reshan*

19/6/19.

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **1484**

Payment Date **22/06/2019**

Reference Number **J1KVvhDQGKbk5efsyDJkE562278**

Paid To **Anish Kumar Yadav**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Anish Kumar Yadav

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
20.06.2019	20/06/2019	₹15,000.00	₹15,000.00

Date : 24/06/2019

Bill claim under Outstanding Association Scheme

Date of traveling - 18/06/2019 - 22/06/2019

Place of traveling - Manali

Bus Ticket (5127+4956)	= Rs. 10,083/- (Tickets Enclosed)
Hotel	= Rs. 3,800/- (Bill Enclosed)
Breakfast, Lunch and Dinner	= Rs. 4,500/-
Total	= Rs.18,343/-

(Rupees Eighteen Thousand Three Hundred Forty Three Only)

Sachin Kumar

Sachin Kumar

Asst. Manager Academic Operations

As per "OAS-2018". He will be reimbursed expenses subject to a maximum of Rs. 15000 (Rupees fifteen thousand only).

R. S. Mani
24/6/19

Forwarded to Secretaries for approval.

Shri
Approved, as per rule.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date 27/6/19 Date.....

S. No.....Amount Rs. 15000/-

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **1512**

Payment Date **29/06/2019**

Reference Number **406gL2Cdpst8cODuxTJ0fB141637**

Paid To **Sachin Kumar**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Sachin Kumar

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
27.06.2019	27/06/2019	₹15,000.00	₹15,000.00

June 21, 2019

To,

The Secretary,
I.T.S Engineering College,
Greater Noida.

gllk
Pl. check and
reimburse.
R/hy
9/7/19

Subject: Reimbursement of expenses vide "OAS - 2018"

Respected Sir,

Please refer to the Outstanding Association Scheme 2018. You are requested to reimburse expenses incurred on travelling and fuel during my visit from 06-06-2019 to 10-06-2019. The details of my visit are as under:

From Muzaffarnagar to Agra
From Agra to Lucknow
From Lucknow to Greater Noida

As per OAS - 2018, I am eligible for the reimbursement of expenses ^{Amount is Rs} Rs. 30,000/-.

Thanking You,

Yours Sincerely,

Roshan Ali
[Roshan Ali]

Associate Manager HR

PAYMENTS MADE

Payment# **1578**

Payment Date **11/07/2019**

Reference Number **n2QSsRXCyYh2ZLEPiCpoQ968939**

Paid To **Roshan Ali**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Roshan Ali

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
10.07.2019	10/07/2019	₹30,000.00	₹30,000.00

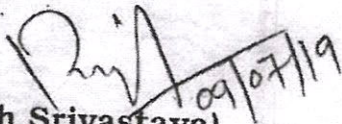
Date : 09/07/2019

Bill claim under Outstanding Association Scheme

Date of traveling - 04/07/2019 - 08/07/2019

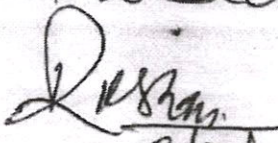
Place of traveling - Tirupati

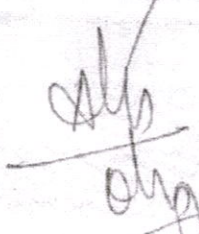
Train Ticket	= Rs. 18,350/-
Hotel	= Rs. 7,900/-
Breakfast, Lunch and Dinner	= Rs. 4,240/-
Miscellaneous	= Rs. 1,924/-
Total	= Rs.32, 414/-


(Rajesh Srivastava)

Accountant cum cashier

* As per "OAE-2018", he will be reimburse
expenses subject to a maximum of
Rs. 30,000/- (Thirty thousand only).
Forwarded to Secretary SW.


9/7/19.


9/7/19

PAYMENTS MADE

Payment# **1577**

Payment Date **11/07/2019**

Reference Number **lr9CeAhUDOW88ipEtkoRt589412**

Paid To **Rajesh Shrivastava**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Rajesh Shrivastava

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
10.07.2019	10/07/2019	₹30,000.00	₹30,000.00

Date: 25/03/2019

To,
The Director,
I.T.S Engineering College
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

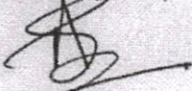
Dear Sir,

This is to inform that I have availed LTC from 27th February to 1st of March, 2019 as per outstanding association scheme.

Request you to kindly reimburse the expense incurred in the travel as per the scheme.

Thanking you,

With Regards,



Dr. Ashish Kumar
Professor and Head
Emp. Code: 30077

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign.....Sign.....

Date.....Date.....

S. No.....Amount Rs.....

Encl: Invoice

As per "OAE - 2018". He will be
reimbursed expenses subject to a
maximum of Rs. 10,000/- only.
Forwarded to Secretary SW
for approval please.

Rashmi
25/3/19.

26/3/19

PAYMENTS MADE

Payment# **1112**
Payment Date **04/04/2019**
Reference Number **229119431**
Paid To **Ashish Kumar (CSE HOD)**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
Ashish Kumar (CSE HOD)

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
25.03.2019	27/03/2019	₹10,000.00	₹10,000.00

Date: 18/7/2019

To,
The Director,
I.T.S Engineering College,
46, Knowledge Park-III,
Greater Noida.

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

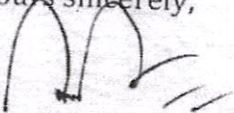
I, MOHIT KUMAR SAXENA, working as an Assistant professor in Applied Science and Humanities Department (Employee Code 30016) had successfully completed TEN years of service in your esteemed organization on 20th NOVEMBER, 2017.

According to the "Outstanding Association Scheme" announced on 1st Jan 2018, I am eligible under the third category (05 days leave and Rs.30,000/- in cash as reimbursement of expenses to go out with my family members).

I had availed the leave from (10/06/2019 to 14/06/2019) after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards

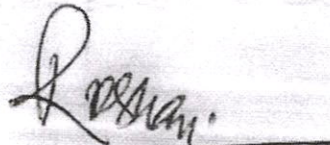
Yours sincerely,



MOHIT KUMAR SAXENA

(Applied Science and Humanities Department)

As per "OAS-2017". He will be
reimbursed expenses subject
to a maximum of Rs. 30,000



18/7/19.

Forwarded to Secretary Sir

Approved, as per
norms.
hjm 11/8

PAYMENTS MADE

Payment# **1639**

Payment Date **25/07/2019**

Reference Number **4RjhgPhAaHz5QsKXaHrvgl835219**

Paid To **Mohit Kumar Saxena**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
Mohit Kumar Saxena

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
19.07.2019	19/07/2019	₹30,000.00	₹30,000.00

Date:17-07-19

To,
The Director,
ITS Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

I, Dr O.P. Chaudhary (Employee Code 30084) had completed five years of service in your esteemed organization.

According to the "Outstanding Association Scheme", I am eligible for three days leave and Rs.10,000/- in cash as reimbursement of expenses to go out with family.

I had availed the leave from 20-22 June 2019 after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards

Yours sincerely,

Dr O.P. Chaudhary
17-07-19

(Dr O.P. Chaudhary)

Professor & Head

ASH Department

As per "OAS-2018". He will be reimbursed expenses subject to a maximum of Rs. 10,000/- only.

Forwarded to Secretary Sir for approval.

Approved, as per rule:

18/07/19

18/7/19

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **1638**
Payment Date **25/07/2019**
Reference Number **2Lke1ypLoVX2w0w0B39djw406416**
Paid To **O P Chaudhary**
Payment Mode **ICICI Bank**
Paid Through **ICICI Bank Limited**
Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
O P Chaudhary

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17.07.2019	18/07/2019	₹10,000.00	₹10,000.00

To,
The Manager HR
I.T.S Engineering College, Greater Noida

Date: 24/07/2019

Subject: To avail the LTC of Five Days and reimbursement of the Bill.

Sir,

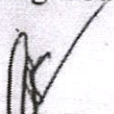
It is to bring in your kind notice that myself availed the LTC as per the policy of the Institution and went on a tour of Haridwar, Rishikesh and Mussoorie for five days with family.

Dates of LTC: 15/07/2019 to 19/07/2019 (Five Days)

Amount to Reimbursement: 30000/-

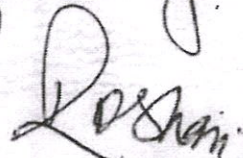
Expenditures Bill is attached herewith for your reference. Kindly process the same and do the needful.

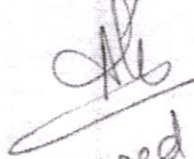
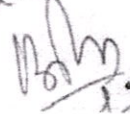
Thanking You


Sandeep Kumar
Asst. Professor
Department of CSE

As per "DAE-2018", Sri Sandeep Kumar will be reimbursed expense subject to a maximum of Rs. 30,000/- (Thirty thousand only)

Forwarded to Secretary Sir for approval


24/7/19


Approved, as per rules.

24/7/19

PAYMENTS MADE

Payment#	1667
Payment Date	01/08/2019
Reference Number	4SHqp4KUyflelwxWif1ipJ756485
Paid To	Sandeep Kumar
Payment Mode	ICICI Bank
Paid Through	ICICI Bank Limited
Amount Paid In Words	Rupees Thirty Thousand Only

Amount Paid
₹30,000.00

Paid To
Sandeep Kumar

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
26.07.2019	26/07/2019	₹30,000.00	₹30,000.00

To,
The Director,
I.T.S. Engg. College
Greater Noida

Dated: 5-08-19

Subject: Claim for travel expenses as per institute's LTC policy

Sir,

This is to inform to your esteemed office that I want to claim the expenses for my travel from Greater Noida to Jaipur, Jaipur to Mount Abu, Mount Abu to Sirohi (to and fro) (1869 Km)

Departure: Greater Noida to Jaipur - 31st July'19 via Taxi (Taxi No. UP16ET 0041)

Departure: Jaipur to Mount Abu - 2nd August'19 via Taxi (Taxi No. UP16ET 0041)

Departure: Mount Abu to Sirohi - 3rd August'19 via Taxi (Taxi No. UP16ET 0041)

Dharamshala stay = Total 2500/-

Taxi Rent = $1869 \times 12/- = 22,428/-$

Other expenses = 2000/-

Total expense = $2500 + 22428 + 2000 = 26,928/-$

I am attaching herewith the receipts for the same.
Kindly do the needful.

Thanking You,
Yours Sincerely

Surender Singh
Asst. Prof. (ASH)

Forwarded to HR
@hand
05.08.19

As per "OAR-2017" He is entitled for the reimbursement of expenses subject to a maximum of Rs. 30,000/-

Forwarded to Secretary Sai, for approval.

R.K.K.
07/8/19

OKs
Approved, as per
eligibility.
R.K.K.
13/8/19

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign

Date: 17/8/19

S. No. Amount Rs. 26928/-

ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# 1777
Payment Date 20/08/2019
Reference Number YvUeralwhWs0TxTrJWZtj816888
Paid To Surender Singh
Payment Mode ICICI Bank
Paid Through ICICI Bank Limited
Amount Paid In Words Rupees Twenty-Six Thousand Nine Hundred Twenty-Eight Only

Amount Paid
₹26,928.00

Paid To
Surender Singh

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17.08.2019	17/08/2019	₹26,928.00	₹26,928.00

To,
The Director,
I.T.S. Engg. College
Greater Noida

Dated: 29-07-19

Subject: **Claim for travel expenses as per institute's LTC policy**

Sir,

This is to inform to your esteemed office that I want to claim the expenses for my travel from New Delhi to Varanasi (to and fro) and New Delhi to Manali (to and fro).

Departure: Varanasi to New Delhi - 24th June from Varanasi airport to IGI airport, New Delhi Taxi fare of 700/- = 19,431 + 700 = **20,131/-**

Departure: New Delhi to Manali - 27th June via HPTDC VolvoA/C = **4560 /-**

Departure: Manali to New Delhi - 30th June via HPTDC VolvoA/C = **4560 /-**

Hotel stay = 8395 /-

Total 20,131 + 4560 + 4560 + 8395 = **37646 /-**

I am attaching herewith the tickets for the same.
Kindly do the needful.

Thanking You,

Yours Sincerely

Ruchi Shrivastava
Dr. Ruchi Shrivastava

Forwarded to HR for N/A. *Chand*
07.08.19
As per "OAR-2017". He is entitled for the reimbursement of expenses subject to a maximum of Rs. 30,000/- only.

Forwarded to Secretary Sir for approval

Rajesh

9/8/19

Alk
Approved, as per originality.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Sign

Date.. 17/08/19

S. No..... Amount Rs. 30000/-

PAYMENTS MADE

Payment# 1778
Payment Date 20/08/2019
Reference Number 8akuruEOkoWhiteQVCJ4FDg763895
Paid To Ruchi Shrivastava
Payment Mode ICICI Bank
Paid Through ICICI Bank Limited
Amount Paid In Words Rupees Thirty Thousand Only

Amount Paid
₹30,000.00

Paid To
Ruchi Shrivastava

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
17.08.2019	17/08/2019	₹30,000.00	₹30,000.00

Date : 27/08/2019

Bill claim under Outstanding Association Scheme

Date of traveling - 19/08/2019 - 23/08/2019

Place of traveling - Agra, Mathura & Vrindavan

Taxi	= Rs. 12,038/-
Breakfast, Lunch and Dinner	= Rs. 3,970/-
Miscellaneous	= Rs. 720/-
Total	= Rs. 16, 728/-

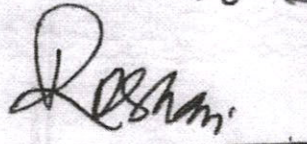


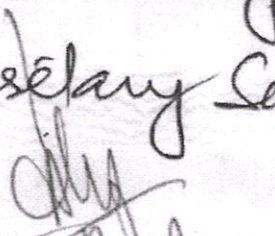
(Avinash Kumar Yadav)

Senior Store Executive

As per "OAE-2018". He will be reimbursed expenses subject to a maximum of Rs. 15000 (Rupees fifteen thousand only).

Forwarded to Secretary Sir


31/8/19.


31/8/19

PAYMENTS MADE

Payment# **1892**

Payment Date **10/09/2019**

Reference Number **53EjC0bQB2AmYU6BQ5hPKA807865**

Paid To **Avinash Kumar Yadav.**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Fifteen Thousand Only**

Amount Paid
₹15,000.00

Paid To
Avinash Kumar Yadav

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
31.08.2019	31/08/2019	₹15,000.00	₹15,000.00

I.T.S Engineering College

46, KP-III, Greater Noida

Dated: 09.09.2019

To,
The HR Manager

Bill claim under Outstanding Association Scheme

Travelling Date: 07.07.2019 to 11.07.2019

Travelling Place: Amarnath Yatra

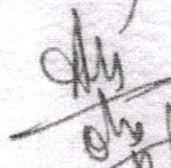
Air tickets (up & down):	6716.00
Hotel:	2500.00
Total	9216.00

Please reimburse me for the same.



[Pradeep Kumar]
Accountant

As per "DAE-2018". He will be reimbursed expenses subject to a maximum of Rs. 7500/- (Seven thousand five hundred only).
Forwarded to Secretary Sir for approval.


24/9/19

PAYMENTS MADE

Payment# **1970**

Payment Date **26/09/2019**

Reference Number **3yMkPoTMVT3hmoIUxW9LIY131380**

Paid To **Pradeep Kumar**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Seven Thousand Five Hundred Only**

Amount Paid
₹7,500.00

Paid To
Pradeep Kumar

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
24.09.2019	24/09/2019	₹7,500.00	₹7,500.00

Date: 02.12.19

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

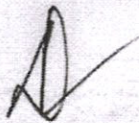
I, Devesh Garg (Employee Code 30074) had completed five years of service in your esteemed organization on 15th July 2018.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the third category. (03 days leave and Rs. 10,000/- in cash as reimbursement of expenses to go out with family).

I had availed the leave from (26-28 November 2019) after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards

Yours sincerely,



(Mr. Devesh Garg)
Department of CSE

Enclosure: Original Bill is attached.

As per "OAS-2018". He will be reimbursed expenses, subject to a maximum of Rs. 10,000/-.

R. Sharma

31/12/18

Forwarded to Secretary Sir

As per rules.
R. Sharma



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **2334**

Payment Date **05/12/2019**

Reference Number **7GP5siIK4B6xTkW91qH0CC722280**

Paid To **DEVESH GARG**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Ten Thousand Only**

Amount Paid
₹10,000.00

Paid To
DEVESH GARG

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
04.12.2019	04/12/2019	₹10,000.00	₹10,000.00

Date: 30.11.19

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

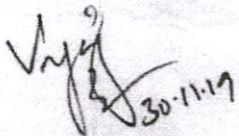
I, Vijay Shukla (Employee Code 30031) had completed ten years of service in your esteemed organization on 15th December 2018.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the second category. (05 days leave and Rs. 30,000/- in cash as reimbursement of expenses to go out with family).

I had availed the leave from (25-29 November 2019) after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

Thanks & Regards

Yours sincerely,

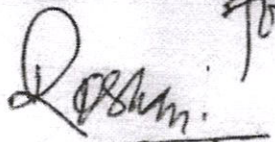
 30.11.19

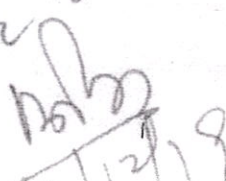
(Dr. Vijay Shukla)
Department of CSE

Enclosure: Original Bill is attached.

As per "OAS-2018" Mr. Vijay Shukla is entitled for the reimbursement of expenses subject to a maximum of Rs. 30,000/-.

Forwarded to Secretary Sir for approval.


28/11/19

OK
As per rules.

21/12/19

PAYMENTS MADE

Payment# **2333**

Payment Date **05/12/2019**

Reference Number **8juAAgxbfHrH1ukoSDsLe7997418**

Paid To **VIJAY SHUKLA**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
VIJAY SHUKLA

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
04.12.2019	04/12/2019	₹30,000.00	₹30,000.00

Date: 13.12.2019

To,
The Director,
I.T.S Engineering College,
Greater Noida

Subject: Reimbursement as per "Outstanding Association Scheme"

Dear Sir,

I, Vivek Tomar (Employee Code: 30029) had completed ten years of service in your esteemed organization on 16th September 2018.

According to the "Outstanding Association Scheme" announced on 1st Jan 2015, I am eligible under the second category. (05 days leave and Rs. 30,000/- as reimbursement of expenses to go out with family).

I had availed the leave from (9th - 10th December 2019) after your approval. Request you to kindly approve the said reimbursement as per the scheme. I have attached the bills for the same.

APPROVED IN ZOHO
(FOR ON LINE PAYMENT)

Thanks & Regards Sign.....Sing.....

Date..14/12/19..Date.....

Yours sincerely, S. No.....Amount Rs. 30,000/-

Forwarded to HR for N/A
Chand
13/12/19

Tomar
13/12/19
(Vivek Tomar)
Assistant Professor
Department of CSE/ ASH

As per "OAS-2018". He will be reimbursed expenses subject to a maximum of Rs. 30,000/- (thirty thousand only).

Enclosure: Original Bill is attached.

Forwarded to Secretary Sec
as per rule.
14/12/19



ITS ENGINEERING COLLEGE

PLOT NO 46
KNOWLEDGE PARK-III
GREATER NOIDA Uttar Pradesh 201308
India

PAYMENTS MADE

Payment# **2382**

Payment Date **17/12/2019**

Reference Number **3kEKjFyBh9m5yP6No6zlad469904**

Paid To **VIVEK TOMER**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Thirty Thousand Only**

Amount Paid
₹30,000.00

Paid To
VIVEK TOMER

Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
14.12.2019	14/12/2019	₹30,000.00	₹30,000.00

Outstanding Association Award (2018)

To

The Executive Director,
I.T.S Engineering College,
Greater Noida.

Sub: Reimbursement for LTA.

Dear Sir,

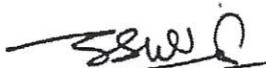
This is to kindly inform you that I completed five years of service and received certificate for the same on 30/12/2007. As per policy of institute, I availed 3 days leave and visited some places in Madhya Pradesh, during 5/6/2018 to 7/6/2018(three days).

I request you to kindly do the needful to reimburse my expenses (subject to max Rs 10,000/-) during my tour, details of same are attached herewith.

S.No.	Details	Amount	Remarks
1	Rail Tickets(to and fro)	7920/-	Tickets and PNR attached
2	Taxi to and fro	4800/-	Bill attached
3	Dinner	1242/-	Bill attached
4	Local Fare both ways	600/-	
	TOTAL	14562/-	

Thanking You,

Yours sincerely,



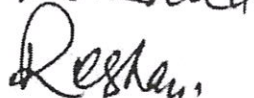
(Abhishek Shivhare)


Dept. of CSE


I.T.S Engineering College

Dated 8/6/2018

As per "Outstanding Association Scheme 2017". Sh. Abhishek Shivhare is entitled for the reimbursement of expenses subject to a maximum of Rs. 10,000/- (Ten thousand only).


9/6/18.

Bank Payment Date... 9/6/18
Bank Payment Amount... 10,000/-
Cheque No. 733551
Bank Payment Entered By... 
Bank Payment Checked By...
Bank Payment Authorised By...

Accounts
Please do the needful.

9/6/18

Expense Details

Expense Amount

₹10,000.00 on 09/06/2018

NON-BILLABLE

Reimbursement Travelling Exps- Abhishek Shivhare

Paid Through

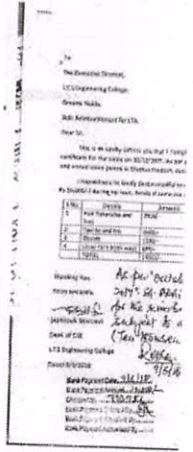
(85563060000038) Canara Bank

Ref #

733551

Being Ch. 733551 Issue To Mr. Abhishek Shivhare Towards. Reimbursement Exp Outstanding Special Travel Leave As per Details Attached .

Upload yo



1 of 1 Files

The HR Manager As per "OAS-2018", Mr. Y. K. Saraswat
 I. T. S. Engineering College is entitled to avail 5 days leave &
 Rs. 15000/- as reimbursement
 of conveyance expenses.
 Cor. Noida.

21/06/2018

Sub: Request for reimbursement of LTC. Y. K. Saraswat

R/sir
 Myself Yogendra Kumar Saraswat working with
 I. T. S. Engg. college since 17th sept. 2007 as a Sr.
 Technical Asst. in mechanical Engg. Deptt. Sir, I
 have availed my LTC of 5 days provided by the
 management after completing 10 yrs of services to
 the group. Sir, I availed these leaves from
11th June 2018 to 24th June 2018 along with
 my casual leaves (CL) and I visited to
Om Parvat and Aditi Kailash (Chhota Kailash)
 in the remote Areas of Uttarakhand with my
 family. I travelled through ~~the~~ villages mostly
 where no proper bills were not available so
 I took hand written bills wherever it was
 possible.

So I request you to please reimburse me according to rules & policies.

Thanking you!

Sir
21/06/18

Accounts
 Ok, please process
 in per rules.
[Signature]
 21/6/18

Your's faithfully

Saraswat

Yogendra K. Saraswat
 Sr. Tech. Asst
 ME-Deptt.

29/06/18 - Unregistered in name of
Private (shared) Car (500x4) = Rs. 2000

10/06/18 - Haldwani to Pithoragarh
by shared Jeep (500x4) = Rs. 2000

Hotel at Pithoragarh with food = Rs. 1200

11/06/18 - Pithoragarh to Dharchula by
Jeep (250x4) = Rs. 1000

Hotel at Dharchula for 2 days
(11/06/18 & 22/06/18) = Rs. 1500

2/06/18 to 22/06/18

Food + Stay in remote villages
of Uttarakhand for 11 days
(Bills were not available at
most of the places) = Rs. 10,000

Grand Total = Rs. 17,700

⇒ we returned the same way
by a friend's car.

Thanking you!

Yours faithfully,

Saraswat

Yogendra Kr. Saraswat
Sr. Tech. Asst.

SDMA Permission

(2)

प्रार्थना पत्र (Application Form)



1- प्रार्थी तथा उसके पिता का नाम:- YOGENDRA KUMAR
Name of application with Parentage + 3 (Family members) P.O. GIR PRASA

2- पुरुष/स्त्री M
Sex

3- पहिचान के विशेष चिन्ह Mole on left hand elbow
Identification marks

4- आयु 43 yrs., 40 yrs., 10 yrs., 8 yrs
Age

5- घर का पता village: Sikatara Sami, P/O - Vijaygarh
Home Address Dist: Aligarh U.P. 202170

6- वृत्ति (पेशा) Mechanical Engineer
Profession

7- नोटिफाइड एरिया में बने का प्रयोजन Adi Kailash Yatra
Purpose of visit to Notified Area

8- उप स्थानों का नाम जहाँ प्रार्थी जाना चाहता हो am Parvat & Adi Kailash
Name of places where applicant wishes to visit

9- रहने की अवधि जिसके लिए अनुमति मांगी गयी है 15 days
Period of stay for which permission is sought

10- नोटिफाइड एरिया में रहने वाले किन्हीं दो मित्रों सम्बन्धियों Mr. Harjinder Mr. Devendra
या निर्देश्य ब्यक्तियों (referees) के नाम यदि प्रार्थी उन्हें जानता हो Kothari
Name of any two friends relat on or referees in Notified Area if Known to applicant

स्थान Dharachula
Place

दिनांक 11/06/18
Date

(इनर लाइन परमित)
संख्या 450 तारीख 26/06/18
अनुमति के अन्तर्गत प्रेषित किया जाता है
11/06/18
स्थान धाराचूला
स्थापना के अधीन

[Signature]
प्रार्थी का हस्ताक्षर अंगूठे का निशान
Signature or thumb impression of applicant

Issued in the office of issue)

SHIVAM HOTEL

Tahsil Road, Talli Bazaar, Dharchula (Pithoragarh) UK.

Bill No.

297

Date 23/06/18

Shri

श्री अशोक शर्मा

Visitor No.	Room No	Arrival Date & Time of	Departure Date & Time of	No. of Persons
043	107	11/06/18	23/06/18	04
		1.00 PM	7.00 AM	

Particulars	Rs.	P.
Two days 750 X 2	1500 = 00	
Total	1500 = 00	
Less Advance		
Nett Amount	1500 = 00	

Note :

1. Cheque are not accepted.
2. Bill must be paid on presentation.
3. Disputes are subject to Pithoragarh Jurisdiction only.


Signature

हरि ॐ होटल

Mob: 9927688532

9012803963

बस स्टेशन, पिथौरागढ़

नं०

574

किराया.....

नाम श्री गेन्द्र सारस्वत

कमरा नं० 114

आने की तिथि 10/06/18

समय 7:20PM

जाने की तिथि 11/06/18

समय 7:00AM

विवरण	दर प्रति रात्रि	कुल दिन	धनराशि
कमरा किराया	1200	01	1200
अतिरिक्त बैड			
फोन			
अन्य			
		योग	1200=00
		अग्रिम	
		शेष	

रु०

ह० मनेजर

R.S.B.

ह० यात्री

जगभिरांग (ओम पवत)

Page No.	
Date	

२६-११-१७-२०१८

१५-१६-१७ जून २०१८ २२५० नं

अशोक गुणवत्ता

18. 6. 018

जावि गाँव

खाना + रकनेका जावि होटल

Total Rs. 1520

~~B 87~~

Expense Details

Expense Amount

₹15,000.00 on 03/07/2018

NON-BILLABLE

Reimbursement Travelling Exps- Yogendra kumar Saraswat

Paid Through

(85563060000038) Canara Bank

Ref #

732464

Being Ch. 732464 Issue To Mr. Yogendra kumar Saraswat Towards. Reimbursement Exp Outstanding Special Travel Leave As per Details Attached

Upload y



YKS

1 of 1 Files

10/7/2018

To,
The Executive Director
I.T.S Engineering College,
Greater Noida

Bank Payment Date... 12-7-18
Bank Payment Amount... 30,000/-
Cheque No. 732806
Bank Payment Entered By... [Signature]
Bank Payment Checked By...
Bank Payment Authorised By.....

Sub:- Reimbursement of travel bills against
"Outstanding - Association" policy

Respected Sir,

I would like to draw your kind attention that, I have visited some pilgrim places (Puri, Konark and Charidhar) with my family. As per the Outstanding Association policy for 10 years, I request to reimburse the amount against travel bills and the leaves as per the norm of the policy.

The bill details are attached herewith and request for your kind approval.

Thanking you

yours sincerely
Bhanumati Panda (Pm) (Assistant Professor)
-Dept. of AS&H

As per process as per policy
Forwarded to HR for NA
@hans 10.07.18
She will be reimbursed conveyance expenses subject to a maximum of Rs. 30,000/-
[Signature]

Expense Details

Expense Amount

₹30,000.00 on 12/07/2018

NON-BILLABLE

Reimbursement Travelling Exps. Bhanumati Panda

Paid Through

(85563060000038) Canara Bank

Ref #

732806 Dt. 12.07.2018

Being Ch. 732806 Issued To MS. Bhanumati Panda Towards. Outstanding Association Scheme
As Per Approved Note Attached

Upload your

The executive Director,
I.T.C Engineering College,
Greater Noida
Sub: - Reimbursement of two
"Outstanding Association" P
Respected Sir,
I would like to
kind attention that, I have
some pilgrim places (Durg,
with my family. As per the
Association policy for 10%
to reimburse the amount
bills and the leaves as per
policy.
The bill details are
and request for your
Thanking you
Yours Sincerely,
Bhanumati Panda (MS) 12/07/2018
(Assistant Professor),
-Dept. of ASO/

1 of 1 Files

I.T.S | 400 | 2/8/18

Date : 31/07/2018

Bill claim under Outstanding Association Scheme

From:

Amar Pal

Designation-Office Executive

Department-Registrar Office

Date of traveling - 20/06/2018 - 22/06/2018

Place of traveling - Haridwar

Home (Surajpur) to Station (GZB) (Auto)	= Rs. 350
Rail Ticket (Rs.1790+Rs.1790)	= Rs. 3,580/- (Tickets Enclosed)
Hotel	= Rs. 2,200/- (Bill Enclosed)
Station to Hotel (Auto)	= Rs.100/-
Local Sight Seeing (Auto)	= Rs.1,100/-
Breakfast, Lunch and Dinner	= Rs.2,050/-
Hotel to Station (Auto)	= Rs.100/-
Station (GZB) to Home (Surajpur) (Auto)	= Rs. 350
Total	= Rs. 9,830/-

(Rupees Nine Thousand Eight Hundred Thirty Only)

Bank Payment Date.....4/8/18
 Bank Payment Amount.....7500/-
 Cheque No.733783
 Bank Payment Entered By.....
 Bank Payment Checked By.....
 Bank Payment Authorised By.....

AP
Amar Pal
Office Executive

[Signature]
Registrar
Registrar
 I.T.S. Engineering Coll
 Greater Noida

As per "OAS-2017". He will be reimbursed expenses subject to a maximum of Rs. 7500/-.
Reshan
 31/8/18.

MC
 on, please
 process
[Signature]
 3/8/18

Expense Details

Expense Amount

₹7,500.00 on 04/08/2018

NON-BILLABLE

Reimbursement Travelling Exps- Amar Pal

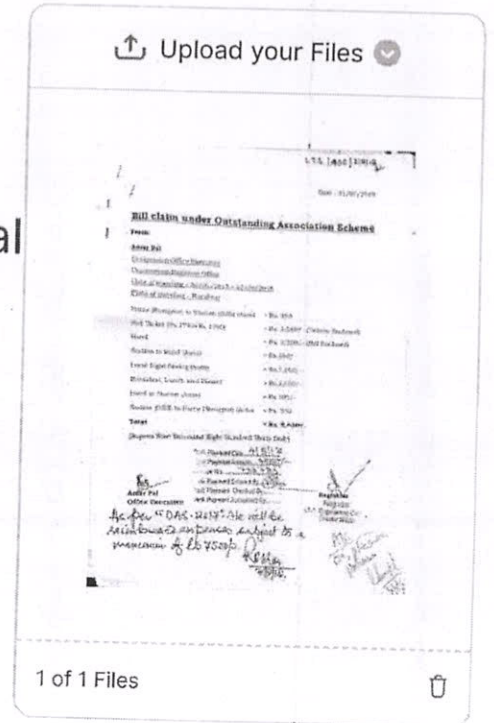
Paid Through

(8556306000038) Canara Bank

Ref #

733783

Being Ch. 733783 Issue To Mr. Amar Pal Towards. Reimbursement Exp Outstanding Special Travel Leave As per Details Attached .



1 of 1 Files



To,
The Executive Director,
I.T.S. Engineering College
Greater Noida

Dated: 8-09-18

Subject: Reimbursement for tour expenses as per institute's policy

Respected Sir,

This is to inform to your esteemed organization that I want to claim the expenses for my tour from 1st to 2nd September 2018 under the institute policy of Faculty outstanding association award which includes holiday package for hotel stay and outdoor activity for one couple and two kids.

I am attaching herewith bills of hotel and activity expenses. Kindly do the needful.

Thanking You.

Yours Sincerely,
Manju Singh
Asst. prof. (ECE)

Manju Singh
8/9/18

Bank Payment Date, 28/9/2018
Bank Payment Amount, 10,000/-
Cheque No. 732984
Bank Payment Entered By.....
Bank Payment Checked By.....
Bank Payment Authorised By.....

Forwarded for consideration as per existing rules.

As per "OAS-2017" she will be reimbursed expenses subject to a maximum of Rs. 10,000/- (Ten thousand only)

Manju Singh
08.09.18

Roshan
12/9/18

Atc
ok, please process
Manju Singh
26/9/18

Expense Details

Expense Amount

₹10,000.00 on 26/09/2018

NON-BILLABLE

Reimbursement Travelling Exps- Manju Singh

Paid Through

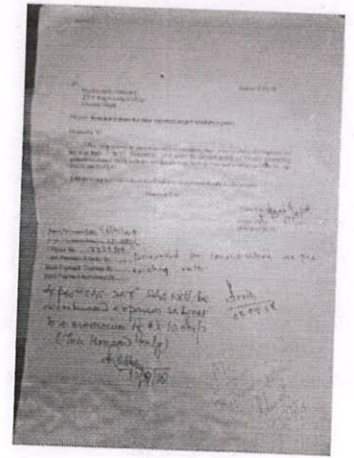
(8556306000038) Canara Bank

Ref #

732984

Being Ch. 732984 Issued To MS. Manju Singh (Asst. Prof. ECE Dept) Towards For Outstanding Association Scheme As per Note attached.

Upload your Files



1 of 1 Files

Expense Details

Expense Amount

₹2,768.00 on 27/12/2018

NON-BILLABLE

Incentive - Mr. Rupesh Kumar

Paid Through |

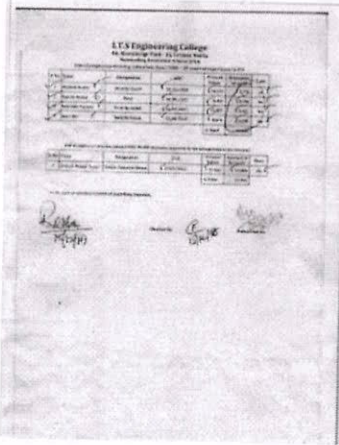
(85563060000038) Canara Bank

Ref #

849452

Being Ch. 849452 Issued To Mr. Rupesh Kumar (Outstanding Association Scheme 2018 Complete 5 Years

Upload your Files



1 of 1 Files